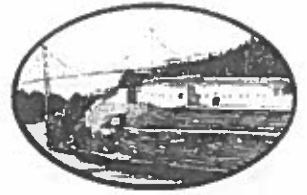


Town of Prospect
 958 Bangor Road • Prospect, Maine 04981
 Tel: 207-567-3661 • Fax 207-567-4366
 Tuesday 1-7, Thursday 10-5, Friday 10-4
Employment Application
Equal Opportunity Employer



APPLICANT INFORMATION

Last Name		First		M.I.	Date	
Street Address				Apartment/Unit		
City		State		ZIP		
Phone			E-mail Address			
Date Available		Social Security No.		Desired Salary		
Position Applied for						
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Are you 18 years old or older?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?			
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain			

EDUCATION

High School			Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College			Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other			Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

REFERENCES PLEASE LIST THREE PROFESSIONAL REFERENCES.

Full Name			Relationship			
Company			Phone			
Address						
Full Name			Relationship			
Company			Phone			
Address						
Full Name			Relationship			
Company			Phone			
Address						

PREVIOUS EMPLOYMENT

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor for a reference? YES NO

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor for a reference? YES NO

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor for a reference? YES NO

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DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview
may result in my release.

Signature

Date

TOWN OF PROSPECT
Incorporated February 24, 1794

Conditions of Consideration for Employment



All information contained on the application is subject to verification. The Municipality of PROSPECT will conduct background checks including, but not limited to, work references, driving records, criminal background records and education attainment.

I understand an employment offer is also contingent upon successful review of work references, and satisfactory result of a background check. Certain positions are also conditioned on the successful completion of agility tests or skill evaluation and other appropriate investigations.

I also understand that specific positions at the Municipality of PROSPECT may require me to provide evidence of an acceptable driving record.

I further understand that certain positions with the municipality may require the applicant to be eligible for bonding. In such instances, eligibility for bonding will be a consideration in determining an applicant's fitness for such position.

If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States.

If employed, I agree to abide by all municipal policies, regulations, ordinances and established work safety practices.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the application/recruitment process. (Americans with Disabilities Act of 1991)

I certify that all the information provided herein is true and complete to the best of my knowledge. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with the Municipality of PROSPECT and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from municipal service.

In addition, I give the Municipality of PROSPECT the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting the Municipality of PROSPECT in providing relevant, job related information that will assist in this process.

It is my understanding that this application along with any resume and letters/notes of reference, other than those letters and notes of reference I expressly submit in confidence, become a public document should I be hired by the municipality. As a result, I understand that the municipality cannot guarantee me its confidentiality.

I have read and understand the above "Conditions of Consideration for Employment."

Yes **No** (*Please acknowledge by circling the appropriate word.*)

Print Name:

Date:

Signature:

TOWN OF PROSPECT

Incorporated February 24, 1794

Background Check Authorization Form



~ Position ~

I, _____ understand that in order to assess my qualifications for the Position noted above, a full background investigation is necessary. I, therefore, authorize the Town of Prospect to conduct an investigation which may include but not to be limited to: verification of information provided by me to the Town of Prospect: a financial management check; contacting persons, clients, business associates, professional organizations, educational or other institutions, government and law enforcement agencies regarding work performance, character references, record history information; contacting employers for performance information and verifying educational attainment. All the information and materials I have provided to the Town of Prospect as part of the employment process are accurate and truthful.

I further authorize all my present and previous employers or references to furnish information concerning my personal character, habits or employment performance and authorize schools that I have attended to provide verification of educational attainment and other relevant information.

I understand that this form authorizes the Town of Prospect to conduct a pre-employment physical for the purposes for assessing my overall health qualifications for employment with the Town of Prospect. (All costs associated with the physical will be paid by the Town of Prospect).

Date:

Social Security #:

Date of Birth:

Drivers License # & Issuing:

Applicant Signature:

Roles and Responsibilities

Deputy Town Clerk, Deputy Tax Collector, Treasurer, Deputy Registrar of Voters, Deputy Public Access Officer (FOAA), Election Warden, E911 Addressing Officer, Bureau of Motor Vehicles Agent, Inland Fisheries & Wildlife Agent, Deputy Excise Tax Collector, Notary: For the Town of Prospect

- Receives incoming customers and phone calls.
- Responds to email requests.
- Assists customers with filling out paperwork.
- Issues motor vehicle registrations, titles, and sales tax.
- Issues ATV, boat, hunting, fishing, and dog registrations.
- Maintains dog license records.
- Issues vital requests such as marriages, death records, and birth certificates.
- Receives and records all incoming funds.
- Manages website and Social Media account.
- Works on any organizational projects and document retention.
- Transcribes Selectmen Meeting minutes.
- Does data entry and maintenance in tax software.
- Communicates with assessor on property turn-overs.
- Retains copies of newly recorded deed transactions.
- Updates Planning Board, Assessor, and Code Enforcement of any new builds.
- Helps Clerk with any research projects.
- Manages elections: Schedules ballot clerks, handles monthly correspondence with the Secretary of State Office, conducts absentee voting, takes inventory of supplies, prepares and reviews all nomination papers, reviews all incoming petitions and signs off on validity of residents signatures, prepares election materials, maintains equipment, data, and paperwork, performs duties as Election Warden such as directing ballot clerks, signing off on new registered voters, taking care of election day materials, spoiled, defective, and voided ballots, handles any disputes or disruptions in the election area, handles ballot counting, tallies final ballot counts, reports information to the Registrar and public entities, data input of voter history, retention on all election paperwork.
- Maintains retention records and documents for destruction and storage for all Town documents.
- Assigns address numbers to new structures.
- Collects incoming mail and incoming funds.
- Formats, edits, collects data, and designs Town Reports.
- Completes weekly motor vehicle reports.
- Completes weekly cash ups and bank deposits.
- Responsible for filing.

Deputy Clerk/Deputy Treasurer

Nature of Work:

This is responsible clerical and stenographic work and also varied work in the administration and maintenance of the Town's finances.

The employee of this class is responsible for typing, operating a calculator, and for work requiring the application of bookkeeping principles. Work involves the performance of clerical tasks requiring accuracy, initiative and independent judgment in standard work situations. Responsibilities include the handling of monies and the preparation of standard forms and receipts. Public contact is required. Work is performed with considerable independence following established procedures and routines, and subject to review through observation, reports, and audits.

Essential Duties and Responsibilities:

Examples of Work (Illustrative Only):

Pays all Town bills including posting to accounts on computer, preparing checks, records statements, and invoices, and maintains files.

Balances Treasurer receipts with daily cash sheets and posts to accounts on computer.

Maintains receivable and payable lists for the auditor on each department and all State accounts.

Prepares Federal 1099 forms, related to second payroll.

Maintains necessary files on statements, billing, and correspondence.

Assists the Treasurer when requested and serves as Treasurer in the Treasurer's absence.

Maintains records on the Fixed Base Operator: fuel sales, pricing, billing, etc., and files necessary federal forms on fuel taxes.

Prepares reports on status of sewer liens when necessary; also prepares and sends regular sewer billing, cemetery billing, and leases.

Assists the Town Clerk during election and at other times as needed, and serves as Town Clerk during the absence of the Town Clerk.

Attends Council meetings; prepares agendas with specific and general instructions from the Town Manager; takes minutes and prepares any follow-up correspondence as necessary.

Prepares State reports on Vital Records, Inland Fisheries and Animal Welfare Board on a monthly basis, maintaining balances and necessary files.

Collects payments on taxes and other types of revenue for the Town.

Processes all types of vehicle registrations, boosters, commodity permits, and all recreational vehicle registrations.

Issues vital records, registers voters, and answers questions by telephone and in-person on a variety of issues.