

**abacus**  
**employment application**  
(an equal opportunity employer)

Date \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone number \_\_\_\_\_ Cell phone number \_\_\_\_\_

Email address: \_\_\_\_\_

**In which store locations are you interested in working?**

Portland \_\_\_\_\_ Freeport \_\_\_\_\_ Kennebunkport \_\_\_\_\_ Boothbay Harbor \_\_\_\_\_ Ogunquit \_\_\_\_\_

Are you legally eligible for employment in this country? \_\_\_\_\_

Have you been convicted of a crime in the last 7 years? \_\_\_\_\_

**EMPLOYMENT DESIRED**

Position \_\_\_\_\_ Start date \_\_\_\_\_

Rate Desired \_\_\_\_\_ Negotiable? \_\_\_\_\_

Are you employed? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

**AVAILABILITY** (please mark all that apply)

Sun \_\_\_\_\_ Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thur \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_

Evenings? \_\_\_\_\_ Hours available: from \_\_\_\_\_ to \_\_\_\_\_ Total hours available \_\_\_\_\_

Year round or seasonal employment? \_\_\_\_\_ Can you work holidays? \_\_\_\_\_

Availability comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

High School \_\_\_\_\_ Yrs. Attended \_\_\_\_\_

College or Trade School \_\_\_\_\_ Yrs. Attended \_\_\_\_\_

**GENERAL**

Special Skills \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Interests \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REASON FOR APPLYING TO ABACUS GALLERY**

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**EMPLOYMENT HISTORY**

*Please list your last three jobs*

Name of Employer	Position	Salary	Reason for leaving	Phone Number
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**REFERENCES**

*List three people not related to you whom you have known for at least one year*

Name	Phone Number
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**AUTHORIZATION**

"I certify that the facts contained in this application are true and complete to the best of my knowledge and that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release of use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act and other relevant federal and state laws.

If hired, I understand and agree that the first 60 days of my employment shall be considered a probationary period. I further understand that my employment will be at will and that Abacus can terminate my employment at any time and for any reason with or without notice. If hired, I further agree to conform to the practices and procedures of the company.

By signing below, I certify and acknowledge that I have read the statements above, and that I understand them."

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_