

**BRANCHES, LLC
44 Center St.
Bangor, ME 04401
(207) 945-9998
Fax (207) 945-9997**

Dear Applicant:

We thank you for your interest in applying to Branches, LLC. This letter is to inform you of our hiring practices and to furnish you with an application and necessary forms. If you are interested in applying, please complete the enclosed forms and mail to the above address, or drop it at our office at 44 Center Street Bangor.

Branches, LLC is an equal opportunity employer. We provide Equal Employment Opportunity and reasonable accommodations to all people regardless of race, color, creed, sex, age, national origin, religion, mental or physical disability and/or sexual orientation.

The following are some basic requirements for employment with us and must be complete before you begin working:

1. You must provide safe and reliable transportation when an agency vehicle is not available so you will need to show proof of driver's license, registration and auto insurance if hired.
2. You must produce identification necessary to complete the I-9. Acceptable forms would include a passport, drivers license, ID, social security card, etc.
3. You must bring in a copy of high school diploma or college transcript.
4. Any credentials you may have relevant to this position, i.e. CPR, First Aid, CRMA, PACT, DSP, high school diploma and college degree if applicable.
5. We will obtain a copy of your current driving record and complete a criminal background check once conditional job offer is made.

Once again, thank you for your interest in Branches, LLC

Sincerely,

Brian Noble
Executive Director

REV: BQN 02/22/19

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**Branches, LLC
44 Center Street
Bangor, ME 04401
(207) 945-9998**

Name: _____ **Maiden Name:** _____

Address: _____ **Phone #:** _____

_____ **Soc. Sec. #:** _____

Email: _____

Do you have a legal right to work in the United States? _____ Yes _____ No

Are you 18 years of age or older? _____ Yes _____ No

Have you ever been the subject of an abuse investigation? _____ Yes _____ No

If yes please explain _____

Have you ever been convicted of a crime or pled guilty, NOLO, nolo contendere, or no contest? _____ Yes _____ No If yes please list approximate date, nature of offense, location, status and penalty _____

Is there a criminal proceeding currently pending against you? Answering "Yes" to this question will not necessarily disqualify an applicant from employment. _____ Yes _____ No If yes, please list approximate date, nature of offense, location and status. _____

Have you ever been charged with the commission of a crime and the charge against you was either filed by the State or resolved through a deferred disposition agreement? Answering "Yes" to this question will not necessarily disqualify an applicant from employment. _____ Yes _____ No If yes, please list approximate date, nature of offense, location and status. _____

When will you be available for employment? _____

Are you interested in _____ full time _____ part time employment?

Position(s) Preferred: (Please circle) Live-in, 2 ½ Day, Days, Evenings, Overnights, weekends, holidays.

Will you be able to perform the duties of this position with or without accommodations? _____

Education:

High School Name: _____ Diploma Obtained: Y / N

College Name: _____ Degree: _____ Year: _____

Employment History: (Begin with most recent and/or present position)

Name of Employer: _____ Phone #: _____
Address: _____ Annual Salary: _____

Dates of employment: From _____ to _____

Position and brief description of job: _____

Name of Supervisor: _____ May we contact them: _____

Reason for Leaving: _____

Name of Employer: _____ Phone #: _____
Address: _____ Annual Salary: _____

Dates of employment: From _____ to _____

Position and brief description of job: _____

Name of Supervisor: _____ May we contact them: _____

Reason for Leaving: _____

Name of Employer: _____ Phone #: _____
Address: _____ Annual Salary: _____

Dates of employment: From _____ to _____

Position and brief description of job: _____

Name of Supervisor: _____ May we contact them: _____

Reason for Leaving: _____

Name of Employer: _____ Phone #: _____
Address: _____ Annual Salary: _____

Dates of employment: From _____ to _____

Position and brief description of job: _____

Name of Supervisor: _____ May we contact them: _____

Reason for Leaving: _____

References: (Please include at least 1 past supervisor)

Name: _____ Phone #: _____

Address: _____

How long have you known this person? _____ Relationship to you: _____

Name: _____ Phone #: _____

Address: _____

How long have you known this person? _____ Relationship to you: _____

Branches, LLC is an equal opportunity employer. We provide Equal Employment Opportunity and reasonable accommodation to all people regardless of race, color, creed, sex, age, national origin, religion, mental or physical disability and/or sexual orientation. I, _____, agree that all information in this application is true to the best of my knowledge and if found not to be, I understand it may result in my dismissal. I authorize previous or present employers, supervisors and/or references to give Branches, LLC any and all information concerning my previous employment and any other pertinent information they may have, personal or professional and I release all parties from all liability for any damage or injury that may result from giving information to Branches, LLC. Further, I am aware of and agree to having background checks to be done by Branches, LLC with the State Bureau of Identification, Department of Motor Vehicle, Adult Protective Services and Federal/State Welfare Fraud.

Signature

Date: _____