



Admissions Application

Please fill out accurately and as completely as possible. Incomplete applications will not be accepted.

APPLICANT INFORMATION

Last Name		First Name		M.I.		SS #	-	-		
Street Address										
Town/City				State			Zip code			
Phone Number	()	Email Address								
Alternate Number	()	Emergency Contact			Phone Number		()			
Position Applied for				E. Contact Address				Relationship		
Are you a U.S. citizen or permanent resident alien with a legal right to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have you ever worked or volunteered for us in the past?		YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Can you, after employment, verify your legal right to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?							
Are you at least 18 years old?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Available dates		TO		Desired Salary			
How many total hours per week are you seeking?			Are you willing to work:	<input type="checkbox"/> Saturdays <input type="checkbox"/> Sundays <input type="checkbox"/> Holidays <input type="checkbox"/> Evenings						
Do you hold a valid driver's license? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, STATE OF ISSUE _____ DRIVER'S LICENSE # _____ <i>Out of state drivers will have to submit a copy of driving record from state of issue during the hiring process at applicants cost.</i>										

Have you ever been convicted of a crime (other than minor traffic violations) in the last 5 years? YES NO *If yes, please explain on a separate sheet of paper. Please note that a conviction is not an automatic disqualifier of employment. Willful omission or misrepresentation is however, a basis for employment ineligibility.*

EDUCATION

High School		Address	
Dates Attended	To	Degree/Certificate:	Special Courses:
College/University		Address	
Dates Attended	To	Degree/Certificate:	Special Courses:
College/University		Address	
Dates Attended	To	Degree/Certificate:	Special Courses:

SKILLS

COMPUTER SKILLS: _____

FOREIGN LANGUAGE (*SPEAK, READ AND/OR WRITE*) SKILLS: ENGLISH
 SPANISH
 FRENCH
 SIGN LANGUAGE
 OTHER 1: _____

OTHER CERTIFICATES, INTERNSHIPS, TRAINING OR SKILLS: _____

PUBLIC SPEAKING EXPERIENCE/SKILLS: _____

ARE YOU CPR/FIRST AID CERTIFIED? YES NO **NOTE: APPLICANTS MUST BE CERTIFIED PRIOR TO STARTING EMPLOYMENT DATE**
 If course is offered on-site, applicants will be certified on-site. Otherwise applicants are responsible for certification prior to employment with reimbursement by MSA.

REFERENCES

Please list 3 professional & personal references (family members are excluded) who have known you for at least 1 year. May also attach letters of recommendation. Make sure to inform references about potential contact by employer.

Full Name		Title/Position			
Company		Phone #	()	Years Known	
Address		Email Address			
Full Name		Title/Position			
Company		Phone #	()	Years Known	
Address		Email Address			
Full Name		Title/Position			
Company		Phone #	()	Years Known	
Address		Email Address			

PREVIOUS EMPLOYMENT

1	Company		Phone Number	()		
Address			Supervisor			
Position		Starting Salary		Final Salary		
Responsibilities:				Hours per week		
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If not, why?		
2	Company		Phone Number	()		
Address			Supervisor			
Job Title		Starting Salary		Final Salary		
Responsibilities:				Hours per week		
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If not, why?		
3	Company		Phone Number	()		
Address			Supervisor			
Job Title		Starting Salary		Final Salary		
Responsibilities:				Hours per week		
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If not, why?		

FOR MORE SPECIFIC JOB HISTORY, PLEASE ATTACH COMPLETED RESUME

I HAVE READ AND UNDERSTAND THE NATURE OF THE POSITION I AM APPLYING FOR AND THE DUTIES ASSOCIATED WITH IT AND IF HIRED, I ATTEST THAT I CAN PERFORM THE REQUIRED FUNCTIONS AND DUTIES OF MY JOB TO THE BEST OF MY ABILITIES, WITH OR WITHOUT REASONABLE ACCOMODATION.

YES NO

DISCLAIMER AND SIGNATURE

Please read and sign the following statement: I certify, under penalty of law, that the information given in this application is correct and complete to the best of my knowledge. I am aware that, should investigation at any time show falsification, I will not be considered for employment or, if employed, I may be dismissed. I hereby authorize the Maine State Aquarium and agencies with whom my name is certified/referred to make all necessary investigations concerning me, my work habits, previous employment or experience, and other situations as are applicable to the position I am applying for. I authorize the Maine State Aquarium to check my driving record if the position for which I am applying requires driving. I authorize the Maine State Aquarium to receive and make available to other relevant agencies my academic records or other materials, pertinent to my qualifications, and further authorize and request each former employer, persons given as reference, educational institutions, or organizations (including law enforcement agencies) to provide all information that may be sought in connection with my application. With this permission I release the organization from any liability as a result of such contact. Finally, I understand and agree that I will be required to ratify the information contained in this application by signature as a condition of employment.

Signature		Date	
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SUBMISSION DEADLINE: February 25, 2011

Please submit your completed application, with appropriate copies of verification materials (*transcripts, certifications, education & training documentation, diplomas, etc., as applicable*), with your cover letter and resume to:

Maine State Aquarium
ATTN: Aimee Hayden-Roderiques
RE: Application Materials
PO BOX 8
West Boothbay Harbor, ME 04575

If you have any further questions, please contact me at (207) 633-9542.

Aimee Hayden-Roderiques
Natural Science Educator
Maine State Aquarium
Aimee.Hayden-Roderiques@maine.gov

PLEASE REVIEW THE FOLLOWING PAGE (PHYSICAL REQUIREMENTS) BEFORE SUBMITTING YOUR MATERIALS

PHYSICAL REQUIREMENTS: Please review prior to applying.

A. SITTING:

- 1. None
- 2. Occasional
- 3. Frequent
- 4. Constant

J. WRIST DEVIATION (Side to Side):

- 1. None
- 2. Occasional
- 3. Frequent
- 4. Constant

B. STANDING:

- 1. None
- 2. Occasional
- 3. Frequent
- 4. Constant

K. HAND/WRIST REPETITION (Up & Down):

- 1. None
- 2. Occasional
- 3. Frequent
- 4. Constant

C. WALKING:

- 1. None
- 2. Occasional
- 3. Frequent
- 4. Constant

L. REACHING:

- 1. None
- 2. Occasional
- 3. Frequent
- 4. Constant

D. LIFTS & CARRIES (including overhead):

- | | | | | |
|--|--|--|--|--|
| 1. Up to 10 lbs | None <input type="checkbox"/> | Occasional <input type="checkbox"/> | Frequent <input type="checkbox"/> | Constant <input checked="" type="checkbox"/> |
| 2. 11 to 24 lbs | None <input type="checkbox"/> | Occasional <input type="checkbox"/> | Frequent <input type="checkbox"/> | Constant <input checked="" type="checkbox"/> |
| 3. 25 to 34 lbs | None <input type="checkbox"/> | Occasional <input type="checkbox"/> | Frequent <input checked="" type="checkbox"/> | Constant <input type="checkbox"/> |
| 4. 35 to 50 lbs | None <input type="checkbox"/> | Occasional <input type="checkbox"/> | Frequent <input checked="" type="checkbox"/> | Constant <input type="checkbox"/> |
| 5. 51 to 74 lbs (with assistance, not overhead) | None <input type="checkbox"/> | Occasional <input checked="" type="checkbox"/> | Frequent <input type="checkbox"/> | Constant <input type="checkbox"/> |
| 6. 75 to 100 lbs (with assistance, not overhead) | None <input type="checkbox"/> | Occasional <input checked="" type="checkbox"/> | Frequent <input type="checkbox"/> | Constant <input type="checkbox"/> |
| 7. Over 100 lbs (with assistance, not overhead) | None <input checked="" type="checkbox"/> | Occasional <input type="checkbox"/> | Frequent <input type="checkbox"/> | Constant <input type="checkbox"/> |

F. TWISTING:

- 1. None
- 2. Occasional
- 3. Frequent
- 4. Constant

M. GRASPING:

- 1. None
- 2. Occasional Firm (>50lbs)
- 3. Frequent Simple (<50lbs)
- 4. Constant

G. BENDING:

- 1. None
- 2. Occasional
- 3. Frequent
- 4. Constant

N. MANUAL DEXTERITY/STRENGTH:

- 1. Gross motor, light-moderate strength
- 2. Gross motor, moderate-heavy strength
- 3. Fine motor, light-moderate strength
- 4. Fine motor, moderate-heavy strength

H. SQUATTING/KNEELING/CLIMBING/CRAWLING:

- 1. None
- 2. Occasional
- 3. Frequent
- 4. Constant

O. PUSHING:

- 1. None
- 2. Occasional Up to 100 lbs (with assistance)
- 3. Frequent
- 4. Constant

I. PULLING:

- 1. None
- 2. Occasional Up to 100 lbs (with assistance)
- 3. Frequent
- 4. Constant

VISUAL REQUIREMENTS:

P. VISUAL:

- 1. Close Eye Work/Focus
- 2. Color Discrimination
- minimal
- normal
- 3. Depth Perception
- 4. Distance Vision

HEARING REQUIREMENTS:

Q. HEARING:

- 1. Special requirements:
Staff must be able to consistently fulfill communication needs for safety purposes. This includes being able to hear alarms, telephones, conversations, etc. with clear acuity within 100 ft. This is essential to operations for all primary staff members, esp. reception personnel.

WORKING CONDITIONS:

R. TEMPERATURE:

- Between 35 and 100 degrees

S. DRIVING:

- 1. None
- 2. Occasional Must possess valid license.
- 3. Frequent
- 4. Constant

T. NOISE EXPOSURE (<85 Decibels):

- 1. None
- 2. Occasional
- 3. Frequent
- 4. Constant

U. SLIPPERY CONDITIONS:

- 1. None
- 2. Occasional
- 3. Frequent
- 4. Constant

V. PERSONAL PROTECTIVE EQUIPMENT:

- 1. None
- 2. Occasional
- 3. Frequent
- 4. Constant

Signature & Date:
