Application for Employment

Pepperrell Cove Marine Services Inc. (“PCM”) is an EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

**PLEASE TYPE OR PRINT**. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate “See Resume.”)

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| Position Applying For:      | Name (Last, First, Middle):       | Other names under which you have been known:      |
| Street Address:       | City, State & Zip:       |  |
| Previous Street Address:       | City, State & Zip:       | Dates:       |
| Next Previous Street Address:       | City, State & Zip:       | Dates:       |
| Social Security Number:      | Home Phone:      | Work Phone:      |  |
| Are you eligible to work in the United States? | [ ]  Yes [ ]  No |  |
| Have you ever been employed by PCM? | [ ]  Yes [ ]  No | If YES, dates of employment & reason for leaving:      |
| Are you related to any current PCM employee? | [ ]  Yes [ ]  No | If YES, their name & their relationship to you?      |
| Do you have a valid driver’s license? | [ ]  Yes [ ]  No | If YES, State of issuance, license #, and expiration date:      |
|  | **ACCIDENT RECORD FOR PAST 3 YEARS OR MORE (ATTACH SHEET IF MORE SPACE IS NEEDED)** |  |
| **DATES** | **NATURE OF ACCIDENT** | **FATALITIES / INJURIES** |
| Last Accident:       |       |       |
| Next Previous:       |       |       |
| Next Previous:       |       |       |
|  | **TRAFFIC CONVICTIONS AND FORFEITURES FOR THE PAST 3 YEARS (OTHER THAN PARKING VIOLATIONS)** |  |
| **LOCATION** | **DATE** | **CHARGE / PENALTY** |
|       |       |       |
|       |       |       |
|       |       |       |
| Have you ever been denied a license, permit or privilege to operate a motor vehicle? | [ ]  Yes [ ]  No | If YES, provide details:       |
| Has any license, permit or privilege ever been suspended or revoked? | [ ]  Yes [ ]  No | If YES, provide details:       |
| Have you ever been convicted of a misdemeanor or felony? | [ ]  Yes [ ]  No | If YES, provide details:       |
| How did you learn about this employment opportunity at PCM? Check all that apply: [ ]  Ad in *newspaper* [ ]  Website[ ]  Job Bulletin (Posting) /Walk-in [ ] Dept. of Labor  [ ] Ad in *magazine* [ ]  Referral by employee [ ]  Other:  |

**EDUCATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of School | City/State | **Did you graduate?** | **If No, # of years left to graduate** | **If Yes, date of Graduation** | **Degree received** | **Major** |
| High School:       |       | [ ]  Yes [ ]  No |       |       |       |       |
| GED:       |       | [ ]  Yes [ ]  No |       |       |       |       |
| Other School:        |       | [ ]  Yes [ ]  No |       |       |       |       |
| College:       |       | [ ]  Yes [ ]  No |       |       |       |       |
| Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.      |

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

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**WORK EXPERIENCE**-Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation “See Resume.”

**PLEASE NOTE**: PCM reserves the right to contact all current and former employers for reference information.

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| Dates Employed (most recent position)From:       To       | [ ] Full time [ ]  Part-timeIf part-time, # hrs./wk: [ ]  | Title:       |
| Starting Salary:      | Organization Name and Address:       |
| Final Salary:       |
| Supervisor’s Name, Title and Phone Number:       | Other Reference Name, Title and Phone Number:       | Contact my current references:[ ]  At any time[ ]  Only if I am a finalist candidate |
| Primary duties:       | Reason for Leaving:       |
| Dates Employed (most recent position)From:       To       | [ ] Full time [ ]  Part-timeIf part-time, # hrs./wk: [ ]  | Title:       |
| Starting Salary:      | Organization Name and Address:       |
| Final Salary:       |
| Supervisor’s Name, Title and Phone Number:       | Other Reference Name, Title and Phone Number:       | Contact my current references:[ ]  At any time[ ]  Only if I am a finalist candidate |
| Primary duties:       | Reason for Leaving:       |
|  | **MILITARY SERVICE** |  |
| Branch:       | From:       To:       |
| Rank at Discharge:       | Type of Discharge:       |
| If other than honorable, provide details:       |  |

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered, at a later date. I authorize PCM to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. I authorize credit background investigations and criminal background investigations as needed. If requested, I agree to submit to a physical exam and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of PCM serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_