

FULL-TIME DEPUTY CLERK, REGISTRAR OF VOTERS, TAX COLLECTOR AND TREASURER

The Town of Brownfield is accepting applications for a full-time Deputy Clerk, Registrar of Voters, Tax Collector and Treasurer. This is a responsible position with duties to include all aspects of a municipal office, including but not limited to issuance of certified copies of vital records, registrations, dog licensing, and collection of property taxes, book keeping and election duties as under the direct supervision of the Town Clerk and Tax Collector/Treasurer. This position requires daily contact with the public and working with various other Town departments as required. Prior municipal experience a plus, and any equivalent combination of education and experience to accomplish duties of the position is preferred, but will train the right candidate. The Town of Brownfield offers a highly competitive benefit package.

Application and resume can be sent to the Town of Brownfield, c/o Administrative Assistant, 82 Main Street Brownfield ME 04010.

TOWN OF BROWNFIELD

APPLICATION FOR EMPLOYMENT

We consider all applicants for all positions without regard to race, color, religion, sex, national origin, age, gender identification, marital or veteran status, or disability. Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to this application and/or interview process should notify the HR Director at 207-935-2007

(Please Print)

Position (s) Applied For		Date of Application	
How Did You Learn About Us?			
<input type="checkbox"/> Town Website	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Other Website _____	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	
Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number (s)		Email Address	
Home:			
Cell:			

Are you lawfully authorized to work in the United States? Yes No
Proof of citizenship or immigration status will be required upon employment

If you are under 18 years of age and it is required, can you furnish a work permit? Yes No

Have you ever been employed with us before? Yes No

If yes, list date and position _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

On what date would you be available to work? _____

Are you available to work: Full Time Part Time Shift Work Seasonal

If the position sought requires driving, do you possess a valid Driver's license? Yes No

Have you ever been convicted of a crime? Yes No
Conviction will not necessarily disqualify an applicant from employment

If yes, please explain

EDUCATION

	High School					Undergraduate College/University				Graduate School				Other			
School Name & Location																	
Year Completed	1	2	3	4		1	2	3	4	1	2	3	4	1	2	3	4
Diploma / Degree																	
Describe Course of Study																	
Describe any specialized training or apprenticeships.																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering you application																	

EMPLOYMENT EXPERIENCE

Please provide the following information of your past and current employers starting **with the most recent**.

Employer	Dates Employed	
	From	To
Street Address	City	State
Job Title		
Immediate Supervisor and Title		
Work Performed		
Reason for Leaving		

Employer	Dates Employed	
	From	To
Street Address	City	State
Job Title		
Immediate Supervisor and Title		
Work Performed		
Reason for Leaving		

Employer	Dates Employed	
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Street Address	City	State
Job Title		
Immediate Supervisor and Title		
Work Performed		
Reason for Leaving		

If you need additional space, please continue on a separate sheet of paper

Special Skills and Qualifications

(Summarize special job-related skills and qualifications, such as CDL License, Firefighter II Certification, Licensed Paramedic, Lifeguard, etc.)

REFERENCES

List below name and telephone number of three business/work references not related to you. If not applicable, list three school or personal references not related to you.

Name Telephone # # of years known

Name Telephone # # of years known

Name Telephone # # of years known

APPLICANT STATEMENT

I certify that all information in the above employment application is true, complete, and correct to the best of my knowledge. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will be sufficient cause for dismissal. I authorize investigation of all statements contained in this application for employment that may be necessary in making any employment decision.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the forgoing Applicant Statement.

Signature of Applicant

Date

Upon completion, submit this application to:

**Town of Brownfield
82 Main Street
Brownfield ME 04010**

or email: townadmin@fairpoint.net

06/25/24