



City Of Biddeford

General Assistance

205 Main Street, Biddeford ME 04005

Phone: (207) 284-9514 Fax: (207) 571-0675

Employment Search Guidelines

When seeking employment, you are required to:

Apply at **15 different** companies each week (Any exceptions will be written on your General Assistance decision)

50% of your applications should be in person

The General Assistance office has a computer in the waiting room for you to use for employment purposes.

Speak to a manager or Human Resource Department representative whenever possible.

If the business is hiring, complete and submit an application.

If the business only accepts online applications, you will need to complete an online job search verification form.

If you complete an application online, you must provide verification.

You can have an agency representative from one of the career centers sign off that you completed the application.

If you choose to complete the application at the library, at home, or on the computer in our waiting room, you may print the confirmation page at the end of the application. Turn the confirmation page in with your job search.

If you do not have access to a free printer, you can email the confirmation page to a member of the General Assistance office.

All verifications must include your name and the date/time that you applied.

Apply at companies that are likely to be hiring. Small businesses and family run stores will not be considered unless there is a help wanted sign.

Examples: Reilly's Bakery, New Morning Foods, etc.

Apply for jobs that you are qualified to perform.

Example: do not apply at a hair salon if you do not have a cosmetology license or do not apply for a CNA position if you do not have the proper education, training, and licensure.

Unless, the advertisement states they provide on the job training.

Be prepared.

Bring a resume and pen.

If you do not have a resume, one of the career centers may be able to assist you with the preparation of a resume.

Some companies require resumes with your completed employment application.

Dress appropriately. Dress neatly. Do not wear torn clothing, bathing suits, pajama tops/bottoms, flip-flops, etc.

You should be freshly showered, teeth brushed, and hair combed.

You do not want to smell like cigarettes, alcohol, illicit substances, animals, or strong perfume.

Return your completed job search verification form(s) to the office a minimum of one (1) business day prior to your next scheduled appointment.

Only **fully** completed and signed job search forms will be accepted.

Failure to fulfill one or more of these requirements may result in your being ineligible to receive assistance the next time you apply or even disqualified from the program for 120 days.

If you have any questions, please contact the office at (207)284-9514.