

What to Expect during the Hiring Process – FAQ's

Thank you for your interest in working at Spurwink Services! We are one of Maine's largest social service agencies, with over 900 employees from York County to Skowhegan.

What is the application process?

- Submit an online application at <http://www.spurwink.org/careers>; make sure to complete all required fields.
- After you submit your application, it will be sent to the hiring manager for review; this typically takes 2-3 weeks.
- If you are selected for an interview, you will be contacted by the program via phone or email.
- You may be invited to a second interview before a decision is made regarding who is hired.
- If you are not selected, you will be notified by e-mail and your application will be kept in our database.
- Please continue to visit our website to check for new opportunities to which you might apply.

What to expect once hired?

- Once you have been offered a position, you will receive an informational packet.
- An AA from your program will discuss what information you need to bring with you to our benefits presentation.
- Benefits presentations are held on the 1st and 3rd Monday of each month.
- You will be required to attend Orientation (8-days), which begins on the first Monday of each month. Orientation must be completed within 60 days of your date of hire.
- Examples of documents you will need to bring are:
 - Two forms of identification
 - Transcript or diploma from highest degree received
 - Copies of any licenses or certifications you hold

Do I have to sign a release? Or have a physical?

- You will need to complete releases which allow us to perform Child Protective, Criminal Background and Driving History checks.
- If you will be working with or around clients, you will also be scheduled for a post-offer employment physical.
- At this physical, you will be tested for TB, which is required before you have any client contact.



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