

STATE OF MAINE
DEPARTMENT OF PERSONNEL

February 20, 1979

PERSONNEL MEMORANDUM 7-79

TO: Departmental Personnel Officers
SUBJECT: Applications

This is to request your assistance in order to help expedite our application process. Many times employees do not detail all prior State employment history, but limit information to just their present classification for all years of service. Of course, this is not correct and requires a considerable amount of research time on our part - time which could be spent to expedite the examination and certification processes.

Please communicate to your employees, if possible, that the application is a sworn and signed statement and inaccurate applications received in the future may be rejected.

This memo may be reproduced when necessary.

Thank you for your attention to this matter.

ROBERT W. MAXWELL
ACTING COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS