

Maine Maritime Academy Application Checklist

Applicant Name: _____

The following items must be included in a single email or fax (may be attached to the same email as a single document or separate documents):

- MMA Application - signed* and dated
- Authorization For Release of Information And Waiver of Liability For Employment References (page 3 of MMA Application)** - signed* and dated
- Cover Letter
- Résumé/Curriculum Vitae
- Names and contact information for at least 3 professional references**
- Transcripts**
 - Required for faculty positions only, unless otherwise specified in position description.
 - May be unofficial copies; however, official transcripts must be received prior to an official offer of employment being made.
- Applicable licenses and/or certifications
- Completed copy of this Maine Maritime Academy Application Checklist

The following must submitted as a separate attachment if applying by email (otherwise, it should be submitted together with the above documents):

- MMA Self-Identification Form**

*Must be signed by hand or signed electronically using an electronic signature verification service. Electronic signatures, to include images of hand-written signature, will not be accepted unless so verified.

**Not required to be submitted more than once for multiple applications. If relying on a previously submission of these documents, please indicate the approximate date on which they were submitted and the position applied for at that time:
_____. MMA does not hold applicant files for more than one year.