



INCORPORATED VILLAGE OF PATCHOGUE
 Parks & Recreation
 380 Bay Avenue
 Patchogue, NY 11772
 (631) 475-4302 phone (631) 475-4364 fax

EMPLOYMENT APPLICATION

Please Print Clearly

We are an equal opportunity employer.

PERSONAL INFORMATION

Today's Date _____ Social Security Number _____ Age _____

Name _____
 Last First Middle Initial

Address _____
 Street City State Zip

Mailing Address _____
 Street City State Zip

Home Phone _____ Cell Phone _____ **REFERRED BY** _____

Email _____ Are you 18 years of age or older? _____ yes _____ no

Do you have the right to permanently reside and work in the United States? _____ yes _____ no

Do you have a license to operate a motor vehicle? _____ yes _____ no Driver's License Number _____

Have you ever been convicted of a crime? _____ yes _____ no

If yes, please explain _____ Date of conviction _____

Have you ever had an on the job injury? _____ yes _____ no If so, when _____

Nature of injury _____

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary Desired \$ _____

Are you employed now? _____ yes _____ no. If so, may we contact your present employer? _____ yes _____ no

Have you ever applied here before? _____ yes _____ no. If yes, where? _____ when? _____

EDUCATION

	Name/Location of School	Circle last year completed	Did you graduate?	Subjects Studied and Degree Received
Grammar School			_____ yes _____ no	
High School		1 2 3 4	_____ yes _____ no	
College		1 2 3 4	_____ yes _____ no	
Trade, Business School		1 2 3 4	_____ yes _____ no	

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GENERAL

Subjects of Special Study or Research Work _____

Job Related Skills (typing, driver's license, etc.) _____

Activities Other Than Religious (civic, athletic, etc.) _____

(Exclude organizations, the name or character of which indicates the race, sex, color or national origin of its members)

Any Know Allergies? _____

FORMER EMPLOYERS *(List below you last four employers, starting with the last one first.)*

Date Month & Year	Name & Address of Employer	Salary (upon leaving)	Position	Reason for Leaving
From: To:				

REFERENCES *(List below three persons not related to you, whom you have known at least one year.)*

Name	Address	Phone Number	Years Acquainted
1.			
2.			
3.			

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any), are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Village.

I understand that any employment is conditioned on a background check. I authorize the Village to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Village, without giving me prior notice of such disclosure. In addition, I release the Village, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Village unless made in writing.

I understand that filling out this form does not indicate that there is a position open and does not obligate the Village to hire. If hired, I agree to abide by all Village work rules, policies and procedures. The Village retains the right to revise its policies or procedures, in whole or in part, at any time.

Date _____ Signature _____