



INCORPORATED VILLAGE OF PATCHOGUE EMPLOYMENT APPLICATION

We are an equal opportunity employer.

Please Print Clearly

Date: _____

PERSONAL INFORMATION

Name: _____
Last First Middle

Present Address: _____
Street City State Zip

Permanent Address: _____
Street City State Zip

Phone Number(s): _____

Referred by: _____ 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?	Subject 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 ___	

GENERAL

Subjects of Special Study or Research Work: _____

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

Activities Other Than Religious (civic, athletic, etc.) _____
(Excludes organizations, the name or character of which indicates the race, sex, color or national origin of its members)

FORMER EMPLOYERS

 List below your last four employers, starting with the last one first.

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