



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 presently employed? Yes No If so, may we contact your present employer: Yes No

Have you ever applied here before? Yes No If so, where? _____ When? _____

EDUCATION

Name/Location of school	Last year completed	Did you graduate	Subject studied/Degree received
Grammar School			
High School			
College			
Trade/Business School			

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, beginning with most recent.

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 for 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 resumé, 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 relating 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 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: _____