



Village of Saranac Lake

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294

Phone: (518) 891 - 4150

Fax: (518) 891 - 1324

Web Site: www.saranaclakeny.gov

Job Application Instructions

Please read this page carefully before completing your application.

Thank you for your interest in employment with the Village of Saranac Lake. To ensure your application is processed without delay, please follow these important instructions:

- Complete the **entire application form**. Incomplete applications may not be considered.
- Write your **full name on every page** of the application.
- Provide an **original handwritten signature** on the last page. Typed or electronic signatures will not be accepted.
- **Do not return your completed application to Franklin County.** The Village of Saranac Lake must review applications first.

How to Submit Your Completed Application:

- **Mailing or In-Person Drop Off**
Village of Saranac Lake
Attn: Deputy Clerk/Treasurer
39 Main Street, 2nd Floor
Saranac Lake, NY 12983
Hours: 7:30 AM – 4:00 PM, Monday–Friday
- **Email:** deputyclerk@saranaclakeny.gov
- **Fax:** (518) 891-1324

Additional Notes:

- Leave the **Exam #** and **Posting** boxes blank.
- Exam instructions and fee requirements are **not applicable** at this time. Please disregard those directions. If you are hired, further instructions will be provided based on position requirements.

If you have any questions, please contact the Village Offices at (518) 891-4150.