

APPLICATION FOR EMPLOYMENT

VILLAGE OF RYE BROOK

938 KING STREET
RYE BROOK, NEW YORK 10573
(914) 939-1121
(914) 939-0242 FAX

PERSONAL INFORMATION (PLEASE PRINT)

NAME: _____ DATE: _____
SOCIAL SECURITY NUMBER _____ HOME PHONE: _____
HOME ADDRESS _____ BUSINESS PHONE: _____
CITY, STATE ZIP: _____

POSITION APPLYING FOR

TITLE: _____ FT _____ PT _____ CURRENT SALARY: _____
REFERRED BY: _____ SALARY DESIRED: _____ DATE AVAILABLE _____

ELIGIBILITY/HISTORY

ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES? Y _____ N _____ ARE YOU AT LEAST 18 YEARS OLD? Y _____ N _____
HAVE YOU EVER BEEN CONVICTED OF A CRIME? Y _____ N _____ IF YES, PLEASE EXPLAIN: _____

HAVE YOU EVER BEEN EMPLOYED BY THE VILLAGE OF RYE BROOK? Y _____ N _____ CAN YOU TYPE? Y _____ N _____ WPM _____
DO YOU HAVE ANY COMPUTER KNOWLEDGE? Y _____ N _____ WHAT SOFTWARE PACKAGES DO YOU KNOW? _____

CAN YOU TAKE SHORTHAND? Y _____ N _____ WPM _____

WHAT OTHER TYPE OF OFFICE EQUIPMENT CAN YOU OPERATE? _____

WHAT TYPE OF AUTOMOTIVE EQUIPMENT DO YOU OPERATE? _____

HAVE YOU EVER WORKED UNDER ANOTHER NAME FOR RYE BROOK? IF SO, WHAT WAS IT? _____

PLEASE LIST ANY RELATIVES IN OUR EMPLOY AND RELATIONSHIP _____

ARE YOU A VETERAN? Y _____ N _____ IF SO, BRANCH OF SERVICE _____ FROM _____ TO _____
TYPE OF DISCHARGE _____

EDUCATION- HIGH SCHOOL

NAME _____ LOCATION: _____
LAST YEAR COMPLETED 9 10 11 12 GRADUATED? Y _____ N _____

COLLEGE OR UNIVERSITY

NAME _____ LOCATION: _____
LAST YEAR COMPLETED 1 2 3 4 GRADUATED? Y _____ N _____

OTHER ADVANCED DEGREES, PROFESSIONAL LICENSES OR CERTIFICATIONS? _____

EMPLOYMENT RECORD (PLEASE LIST YOUR LAST THREE(3) EMPLOYERS: MOST CURRENT FIRST. WE WILL CONTACT FOR REFERENCES:

COMPANY NAME _____ SUPERVISOR'S NAME _____
PHONE NUMBER _____ ADDRESS _____
JOB TITLE _____ WORK PERFORMED _____
DATES OF EMPLOYMENT FROM _____ TO _____ SALARY START _____ END _____
REASON FOR LEAVING: _____

COMPANY NAME: _____ SUPERVISOR'S NAME _____
PHONE NUMBER _____ ADDRESS _____
JOB TITLE _____ WORK PERFORMED _____
DATES OF EMPLOYMENT FROM _____ TO _____ SALARY START _____ END _____
REASON FOR LEAVING: _____

COMPANY NAME: _____ SUPERVISOR'S NAME _____
PHONE NUMBER _____ ADDRESS _____
JOB TITLE _____ WORK PERFORMED _____
DATES OF EMPLOYMENT FROM _____ TO _____ SALARY START _____ END _____
REASON FOR LEAVING: _____

I UNDERSTAND AND AGREE TO TAKE ANY PRE-EMPLOYMENT TEST(S) OR EXAMINATION(S) ADMINISTERED THROUGH THE CIVIL SERVICE SYSTEM OR DEEMED NECESSARY BY THE VILLAGE OF RYE BROOK. I AGREE THAT ANY FALSE STATEMENT, MISREPRESENTATION OR ADMISSION IN THIS APPLICATION IS SUFFICIENT REASON FOR REJECTION OR DISMISSAL. IN COOPERATION WITH THE VILLAGE OF RYE BROOK IN THEIR INVESTIGATION OF THE BACKGROUNDS OF PERSPECTIVE AND CURRENT EMPLOYEES, I HEREBY REQUEST THAT ANY OF MY EMPLOYERS, OR CERTIFICATION/LICENSURE AGENCIES OR INDIVIDUALS PROVIDE TO THE REPRESENTATIVE OF THE VILLAGE OF RYE BROOK WHATEVER INFORMATION IS REQUESTED CONCERNING MY WORK HISTORY, CERTIFICATION/LICENSURE AND/OR PERSONAL CHARACTER. I UNDERSTAND THIS INFORMATION WILL BE KEPT CONFIDENTIAL. I HOLD THE VILLAGE OF RYE BROOK HARMLESS FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING JOB-RELATED INFORMATION.

ALSO UNDERSTAND THAT IF EMPLOYED, MY EMPLOYMENT AND PERFORMANCE SHALL BE IN ACCORDANCE WITH THE TERMS OF THIS APPLICATION, ALL NYS LAWS AND VILLAGE RULES, REGULATIONS, STANDARDS, EXPECTATIONS, NOW OR HEREAFTER IN EFFECT.

SIGNATURE

DATE

FEDERAL AND STATE LAWS FORBID DISCRIMINATION ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE OR DISABILITY.