Village of Croton-on-Hudson	APPLICATION FOR EMPLOYMENT
Stanley H. Kellerhouse Municipal Building One Van Wyck Street Croton-on-Hudson, NY 10520-2501	

(PLEASE PRINT)

Last Name	First Name	Middle Name

Address	City	State	Zip Code

Telephone Number(s)

Position(s) Applied For   Date of Application

How Did You Learn About Us?

☐ Advertisement   ☐ Walk-In   Employment Agency   Other

_____

Name(s) of any relative(s) or friend(s) currently employed by the
Village_____
(Note, that we consider all applicants for all positions without regard to their familial relations or friendships)

If you are under the age of 18, can you provide required proof of your eligibility to work?   ☐ Yes   ☐ No
If under 18, state your age. _____

Have you ever filed an application with us before?   ☐ Yes   ☐ No
If Yes, give date _____

Have you ever been employed with us before?   ☐ Yes   ☐ No
If Yes, give date _____

Are you available to work: ☐ Full Time   ☐ Part Time   ☐ Shift Work   ☐ Temporary

Are you a citizen of the United States?   ☐ Yes   ☐ No
If not, do you have the right to permanently remain in the United States?   ☐ Yes   ☐ No
Can you lawfully work in the United States?   ☐ Yes   ☐ No
In accordance with thye Immigration Reform and Control Act of 1986, upon employment
you will be asked to produce two forms of identification and any work papers otherwise
necessary for employment.

We are an equal opportunity employer and applicants are evaluated based upon personal qualifications. We consider applicants for all positions without regard to their actual or perceived group identities, which may include identities based on age, race, creed, color, ethnicity, national origin, alienage or citizenship status, sexual orientation military status, gender, disability, predisposing genetic characteristics, marital status, familial status, or a person's status as a victim of domestic violence, sexual abuse, or stalking, or any other legally protected status.

Employment Experience

Are you currently employed?   ☐ Yes   ☐ No

May we contact your present employer?   ☐ Yes   ☐ No

                                                    MM/DD/YYYY
On what date would you be available to work? _____

_____

Start with your present or past job. Include any military experience in the United States Armed Forces and job-related volunteer activities. Please exclude all organizations or employers which indicate age, race, creed, color, ethnicity, national origin, alienage or citizenship status, sexual orientation military status, gender, disability, predisposing genetic characteristics, marital status, familial status, or a person's status as a victim of domestic violence, sexual abuse, or stalking, or any other legally protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Job Title Supervisor			
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Job Title Supervisor			
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Numbers(s)			
Job Title			
Reason for Leaving			

List any professional, trade, business or civic activities and offices held that you consider to be relevant to your ability to perform this job:

Education

	Name and Address of School	Course of Study	Number of years or semesters Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills, extra-curricular activities, or language abilities which you consider to be relevant to your ability to perform this job.

Additional Information

Other Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience. Include job-related training received in the United States military.

Specialized Skills:

List any type of machinery that you can operate. Also list any computer programs or systems that you are familiar with.

Note to Applicants: Do not answer the following question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing with or without reasonable accommodations the activities and duties of the job or occupation for which you have applied?. ☐ Yes ☐ No

Have you ever been released, discharged, or asked to resign from any prior employment?   Yes   No

If yes, please give details.

Have you ever been the subject of disciplinary charges and /or have you ever been subject to disciplinary action by a prior or current employer? ☐ Yes ☐ No
If yes, please give details

Drivers License

Please fill out this section only if the position for which you are applying requires driving.

1. Do you have a drivers license   Yes   ☐ No
2. If yes,
   a) Type of driver's license_____
   b) State of Issue_____
   c) Driver's license number_____
   d) Expiration Date_____
3. Have you had any accidents in the past three years ?   Yes   ☐ No
   a) If yes, How many?_____
   b) What was the nature of the accident(s)?
   _____
4. Have you had any moving violations in the past three years? ☐ Yes   ☐ No
   a) If yes, how many?_____
   b) What was the nature of the violation(s)?

State any additional information you feel may be helpful to us in considering your application.

References

1) Name_____ Phone #_____

Address_____

2) Name_____ Phone #_____

Address_____

3) Name_____ Phone #_____

Address_____

Applicant's Statement

ALL STATEMENTS ARE SUBJECT TO VERIFICATION

THIS AFFIRMATION MUST BE COMPLETED: I affirm that all statements made on this application (including any attached papers) are true under the penalties of perjury. I understand that all statements made in connection with application for employment are subject to investigation and verification. I also understand that in the event that I failed to completely and honestly provide any information requested of me in this Employment Application or during the interview process, that my application will no longer be considered or, if I am working for the Village that I may be subject to disciplinary action, up to and including termination of employment. I further understand that any offer of employment will be contingent upon my ability to provide legally sufficient documentation showing my eligibility to work in the United States. I understand that this application may be used for review by the Village as part of a background investigation.

_____ _____

Signature of Applicant   Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks

Interviewer_____ Date_____

Employed ☐ Yes ☐ No   Date of Employment _____

Job Title _____   Hourly Rate/ Salary_____ Department _____

Name and Title_____ Date _____

NOTES