

APPLICATION FOR EMPLOYMENT

**Village of Sandy Creek
PO Box 240
Sandy Creek, NY 13145**

**11 Park Avenue
Lacona, NY 13083**

**315 387-5781
FAX 315 387-5782**

It is the policy of the Village of Sandy Creek to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

NAME AND LEGAL RESIDENCE:

| | | | |
|-----------|------------|----------------|-------|
| _____ | _____ | _____ | _____ |
| Last Name | First Name | Middle Initial | |
| _____ | _____ | _____ | _____ |
| Street | City | State | Zip |

HOW LONG HAVE YOU BEEN AT THIS ADDRESS? _____

MAILING ADDRESS (IF DIFFERENT FROM ABOVE):

PHONE NUMBER: _____
Home Business Cell

EMAIL ADDRESS: _____

SOCIAL SECURITY NUMBER: _____

POSITION APPLIED FOR: _____

GENERAL INFORMATION:

Are you 18 years of age or older? _____
Are you legally eligible for employment in this country? _____
Have you ever been convicted of a crime? _____
If yes, please explain. _____

Are you now under charges for any crime? _____
Have you ever been discharged from any employment or asked to resign? _____
If yes, please explain. _____

Are you currently employed? _____

EDUCATIONAL BACKGROUND:

| Name and Location | Major | Graduated? | Degree |
|----------------------------------|-------|------------|--------|
| High School: _____ | | | |
| Equivalency Diploma (GED): _____ | | | |
| College: _____ | | | |
| Other: _____ | | | |

LICENSES/CERTIFICATES OR OTHER AUTHORIZATIONS TO PRACTICE A SKILL, TRADE OR PROFESSION:

| Skill/Trade/Profession | License/Certificate Number | Effective Dates |
|------------------------|----------------------------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Summarize any other training or skills that may qualify you as being able to perform the job related functions in the position for which you are applying: _____

EMPLOYMENT HISTORY:

EMPLOYER: _____

| Name | Address |
|--------------------|----------------------|
| _____ | _____ |
| Position Held | Length of Employment |
| _____ | _____ |
| Reason for Leaving | |

EMPLOYER: _____

| Name | Address |
|--------------------|----------------------|
| _____ | _____ |
| Position Held | Length of Employment |
| _____ | _____ |
| Reason for Leaving | |

EMPLOYER: _____

| Name | Address |
|--------------------|----------------------|
| _____ | _____ |
| Position Held | Length of Employment |
| _____ | _____ |
| Reason for Leaving | |

PROFESSIONAL REFERENCES:

| Name | Phone | Occupation | Known how long? |
|------|-------|------------|-----------------|
| | | | |
| | | | |
| | | | |

APPLICANT'S STATEMENT:

I affirm under penalties of perjury that all statements made on this application, and any accompanying attachments are true and complete to the best of my knowledge. I understand that all statements made by me in conjunction with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I authorize the Village of Sandy Creek to contact schools/colleges, former employers and references cited in this application or attachments in order to verify work record and/or educational credentials. I understand that acceptance of this application for employment by the Village of Sandy Creek does not constitute or imply a commitment or willingness to offer employment to me in this or any other position.

I HAVE CAREFULLY READ THE ABOVE STATEMENT AND I UNDERSTAND AND AGREE TO ITS TERMS.

Signature: _____

Date: _____