

VILLAGE OF TARRYTOWN
One Depot Plaza
Tarrytown, NY 10591

APPLICATION FOR EMPLOYMENT

Instructions: Type or print in dark ink when completing this application. Print your initials in the upper right hand corner of each page. If you have a resume, please attach it to this application.

Personal Information

Last Name: _____ First Name: _____ MI: _____

Other Names Ever Used (Maiden Name, Nickname, Alias, etc.): _____

Home Address: _____

Home Phone: _____ Work Phone: _____

Birthdate (optional): _____ Gender (optional): Male _____ Female _____

Are you 18 years or older? _____ Yes _____ No If No State Your Age _____

Social Security Number: _____

Are you legally permitted to work in the United States _____ Yes _____ No

(Proof of lawful employment eligibility in the United States will be required upon employment in accordance with the Immigration Reform and Control Act of 1986)

1. Were you ever employed by the Village of Tarrytown? Yes _____ No _____

A. If yes, specify the title of the position you held and your immediate supervisor:

Position Title: _____ Immediate Supervisor: _____

B. Was the position: Full Time _____ Part Time _____

2. What position are you applying for? _____

3. When can you begin employment? _____

4. What is your anticipated salary? \$ _____ per _____

5. Are you willing to work: Full Time _____ Part Time _____

6. Do you have any foreign language capability? Yes _____ No _____

If yes, list the foreign language and the extent of your capability (i.e. bilingual, fluent, partial understanding):

Language: _____ Capability: _____

Language: _____

Capability: _____

Employment Experience

(Please start with most current employment)

Name of Business: _____

Address: _____

Phone Number: _____ Position Title: _____ Dates Employed: From _____ To _____

Job Description: _____

Average # of Hours Worked (Per Week): _____ Number of Employees You Supervised: _____

Salary Earnings: Starting \$ _____ per _____ Ending \$ _____ per _____

Reason for Leaving: _____

Name and Title of Immediate Supervisor: _____

May we contact the Supervisor named above? Yes _____ No _____

Name of Business: _____

Address: _____

Phone Number: _____ Position Title: _____ Dates Employed: From _____ To _____

Job Description: _____

Average # of Hours Worked (Per Week): _____ Number of Employees You Supervised: _____

Salary Earnings: Starting \$ _____ per _____ Ending \$ _____ per _____

Reason for Leaving: _____

Name and Title of Immediate Supervisor: _____

May we contact the Supervisor named above? Yes _____ No _____

(For additional employment, please attach a separate sheet.)

Education

1. Did you graduate from high school or receive a general equivalency diploma (GED)?

Yes _____ No _____

A. If yes, give month and year of graduation or the date the diploma was received:

Month: _____ Year: _____

B. Name and Address of High School you attended: _____

2. Have you attended college or graduate school? Yes _____ No _____

If yes, please give the following information based upon the college/university you attended:

Name of College/University: _____

Address: _____

Month and Year Attended: From: _____ To: _____

Type of Degree Received: _____

Major Subjects: _____

Minor Subjects: _____

Name of Graduate School: _____

Address: _____

Month and Year Attended: From: _____ To: _____

Type of Degree Received: _____

Major Subjects: _____

Minor Subjects: _____

(For additional college/university/graduate school information, please attach a separate sheet.)

3. Any other coursework or training relating to the position for which you are applying?

Please list: _____

Education (cont'd)

4. Special Skills, Accomplishments or Awards. Please list and provide dates received:

General Information

Have you ever been convicted of a felony or misdemeanor? _____ Yes _____ No

If yes, please explain (include dates): _____

Have you been arrested for any crime that is currently pending against you? _____ Yes _____ No

If yes, please explain: _____

A conviction will not necessarily result in denial of employment and other factors will be considered.

The information provided in this application for employment is true, correct, and complete. If employed, any misinformation or omission of fact on this application may result in my dismissal. I do hereby sign below that I have read and fully understand this statement.

Signature of Applicant

Date