

Village of Albion Employment Application

This section for Village Use

Date Received: _____ Received By: _____ Hire Date: _____

Department: Cemetery Clerks Office DPW Parks Police Sewer Treatment Plant Water Treatment Plant Other _____

Title of Position

INSTRUCTIONS: Type or Print Clearly. Answer all questions fully. All qualifying information must be placed on this application. **Resumes may not be used to supplement the application.** You should review the minimum qualifications for the position before completing this application. You must provide information showing that you have the necessary training and experience or your application will not be approved. If additional space is needed, please attach additional sheets.

1. Name: _____
Last Name
First Name
M.I.

2. Mailing Address: _____
Street Number and Name
City / Town
State
Zip Code

3. Physical Address: _____
Street Number and Name
City / Town
State
Zip Code

4. Home Phone: (____) _____ - _____ 5. Cell Phone: (____) _____ - _____

6. E-Mail Address: _____

7. Social Security#: _____ - _____ - _____ 8. Are you Under 18 Years of Age: Yes NO

9. If you are under 18 Years of Age or if minimum or maximum age limits are established for the position, enter your date of birth: _____
Month
Day
Year

10. Do you have the legal right to accept employment in the United States? Yes ___ No ___
 If No, Explain _____

11a. Were you ever discharged from employment for reasons other than lack of work? Yes NO

11b. Did you ever resign from employment rather than face dismissal? Yes NO

11c. If you have service in the U.S. Armed Forces, did you receive a *dishonorable* discharge? Yes NO

11d. Have you ever been convicted of any crime? (felony or misdemeanor)? Yes NO

If you answered YES to any question (11a – 11d), provide a complete explanation of the circumstances on a separate sheet of paper including: the date, the parties involved, the facts, and the outcome.

NOTE: A YES answer is not an automatic bar to employment unless otherwise required by law. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position

12a. Have you graduated from High School? Yes NO

If YES, give the name and location of the high school: _____

If NO, do you have a high school equivalency diploma? Yes NO

If YES, submit a copy and provide Number: _____

Please provide four (4) Personal (non-related) References known by you for at least five (5) years and three (3) Professional References known by you for at least three (3) years. *Professional References should be current or past co-workers and supervisors.*

Personal References:

Name: _____
(Last) (First) (Middle)

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone: () - _____ Cell Phone: () - _____

E-Mail Address: _____ Years Known: _____

Name: _____
(Last) (First) (Middle)

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone: () - _____ Cell Phone: () - _____

E-Mail Address: _____ Years Known: _____

Name: _____
(Last) (First) (Middle)

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone: () - _____ Cell Phone: () - _____

E-Mail Address: _____ Years Known: _____

Name: _____
(Last) (First) (Middle)

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone: () - _____ Cell Phone: () - _____

E-Mail Address: _____ Years Known: _____

Professional References:

Name: _____
(Last) (First) (Middle)

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone: () - _____ Cell Phone: () - _____

E-Mail Address: _____ Years Known: _____

Name: _____
(Last) (First) (Middle)

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

E-Mail Address: _____ Years Known: _____

Name: _____
(Last) (First) (Middle)

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

E-Mail Address: _____ Years Known: _____

After a conditional offer of employment had been made, you may be required to submit to a medical examination. Psychological Exam and Criminal History Check and you will complete a self-evaluation health form, prior to reporting to work.

New York State Human Rights Law and Federal Equal Employment Opportunity Law prohibit discrimination. The Village of Albion is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, sex, marital status, age, disability, veteran's status, arrest record, or any other status protected by law.

A candidate may be rejected "who intentionally or knowingly makes a false statement; or who has practiced or attempted to practice any deception or fraud in his application or questioner, in his examination or in securing for employment". Criminal charges can also be made against a person for knowingly making a false statement in this application.

FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF NEW YORK STATE.

I AFFIRM UNDER THE PENALTY OF PERJURY THIS _____ DAY OF _____, 20____ that the information completed in this Employment Application and all documents and other papers attached are true and accurate.

APPLICANT'S SIGNATURE

State of New York

SS:

County of Orleans

On the _____ day of _____ in the year _____, before me the undersigned, a notary public in and for said state, personally appear _____, personally known to me or proved to me on the basis of satisfactory evidence to be individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.

NOTARY PUBLIC/COMMISSIONER OF DEEDS