TOWN OF SAND LAKE

Employment Application

POSITION APPLIED FOR: _____

APPLICANT TELEPHONE: _____

APPLICANT EMAIL ADDRESS: _____

NAME: _____

LAST FIRST MIDDLE

ADDRESS:

_____

_____

_____

I AM SEEKING A PERMANENT POSITION: ____ Yes ____ No

NYS DRIVERS LICENSE # _____

Are you able to perform the essential functions of the position without accommodations?

____ Yes ____ No

EDUCATION:	Yrs. Completed	Field of Study	Graduate or Degree
High School			
College/University			
Business/Technical			
Other (May include grammar school)			

MILITARY SERVICE: ____Yes ___No

Duty/Specialized Training:

_____

REFERENCES: List two personal references who are not relatives

Name	Address	Telephone	Occupation	Years known
Name	Address	Telephone	Occupation	Years known

EMPLOYMENT: List last employment first. Include summer or temporary Jobs. Be sure all your experience or employers related to this job are listed here, in the summary (following this section), or use an extra sheet of paper if necessary.

Employer Name and Address	Position Title/Duties Skills	Dates Employed from to
		Reason for Leaving
	Supervisors' Name: Telephone:	

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Types of computers or other equipment that you are qualified to operate or repair:

Professional licenses, Certifications or Registration:

Please check appropriate box to the right of each questions:

	Yes	No
A) Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds?	☐	☐
B) Have you ever received a Dishonorable Discharge from the Armed Forces of the United States?	☐	☐
C) Have you ever been convicted of any crime (felony or misdemeanor)?	☐	☐
D) Are you now under charges for any crime?	☐	☐

If you answered "Yes" to any of the questions A-D above, attach an additional sheet giving complete details Are you a lawful alien authorized for employment?

In case of accident or illness please contact:

Name: Daytime Phone:

Address: Relationship:

I agree and authorize the Town of Sand Lake to investigate all areas of my employment background in connection with my application for employment. I understand that reports which may contain public record information may be requested, including criminal records, driving records; education; prior employer verification and others. These reports may include experience along with reasons for termination of past employment.

If necessary for employment, I understand that I may be required to have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms.

I understand and agree with the information shown above, and I affirm that the statements made on this application (including any attached papers) are true, and correct.

Signature: Date:

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no effect on your application for employment.

Employer Section: