



APPLICATION FOR EMPLOYMENT

TOWN OF BIG FLATS

Please type or print clearly. This application must be completed and signed personally by the Applicant. Each question must be answered in full. If the answer is NO or NONE, indicate same. The Town of Big Flats is an Equal Opportunity Employer and subscribes to all Federal and State statutes which prohibit discrimination. The Town of Big Flats considers all applications for all positions without regard to race, color, religion, gender, national origin, age, disability, marital status, veteran status or any other legally protected status. Applicants requiring a reasonable accommodation to participate in the application and/or interviewing process are encouraged to contact the Human Resources Department. This application is for internal use only by the Town of Big Flats and should not be filed with the Chemung County Civil Service Department unless so authorized.

NAME: Last _____ First _____ M.I. _____

Permanent Address: _____

Street City ST Zip

Home phone # _____ Cell phone # _____ if preferred, E-mail address: _____

Position Applied for: _____ Rate of Pay Expected: _____

Other position(s) qualified for: _____

1. Are you eighteen (18) years of age or older: yes no
2. Are you employed now? yes no
If so, may we inquire of your present employer? yes no
3. Are you legally eligible for employment in the United States? yes no

4. Check shift(s) you can work: FT PT Day Eve Night

5. Drivers License: State _____ ID No. _____ Class _____

6. Special Licenses or Certifications (Include expiration date(s): _____

7. Have you ever been convicted of a crime? yes no

If yes, please provide details: (i.e., specific nature of the crime(s), date(s), court location, sentencing information and disposition of sentence. (Please note: The Town of big Flats reserves the right to reject individuals for employment regarding job-related convictions. A conviction record will not necessarily be a bar to employment. Factors at the time of the offense such as age, seriousness and nature of the violation and rehabilitation will be considered.) _____

8. Have you ever been employed by the Town of Big Flats? yes no

9. American with Disabilities Act Clarification:

If a job description has been provided, are you able to perform the essential job functions of the position you have applied for with or without reasonable accommodation?

yes no

EDUCATION

Circle Highest Grade completed:

Name & Location: High School {9 10 11 12} _____

Name & Location: College {1 2 3 4} _____

Name & Location: Graduate {1 2 3 4} _____

Other Graduate, business or Vocational School or Training: _____

_____ Degree Completed: _____

Military Service Branch: _____ Years Served: _____

Military Training/Experience: _____

EMPLOYMENT RECORD: (List most recent first)

Company Name _____ Address _____ Phone _____

Dates of Employment: From _____ To: _____ Salary: Start \$ _____ per _____

Type of Business: _____ Last \$ _____ per _____

Your Position/Title: _____ Supervisor: _____

Reason for Leaving: _____

Briefly describe your duties and responsibilities: _____

Company Name _____ Address _____ Phone _____

Dates of Employment: From _____ To: _____ Salary: Start \$ _____ per _____

Type of Business: _____ Last \$ _____ per _____

Your Position/Title: _____ Supervisor: _____

Reason for Leaving: _____

Briefly describe your duties and responsibilities: _____

Company Name _____ Address _____ Phone _____

Dates of Employment: From _____ To: _____ Salary: Start \$ _____ per _____

Type of Business: _____ Last \$ _____ per _____

Your Position/Title: _____ Supervisor: _____

Reason for Leaving: _____

Briefly describe your duties and responsibilities: _____

REFERENCES: Please list three (3) other than relatives or former supervisors.

Name	Complete Address	Phone #	Occupation	Years Known
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I certify that the facts contained on this application are true and complete to the best of my knowledge. I understand that any misrepresentation is cause for voiding this application or immediate termination of employment, if hired. I authorize investigation of any information provided on this application form. I also authorize investigation of my employment record and references and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time, subject to federal, state and/or local rules and regulations and/or collective bargaining agreements. For positions subject to the Federal Department of Transportation regulations regarding controlled substances and alcohol by use testing (Part 382), I understand that as a condition of employment with the Town of Big Flats, a pre-employment-controlled substance test will be required and must be passed.

DATE: _____ SIGNATURE OF APPLICANT: _____