



VILLAGE OF TUCKAHOE

65 Main Street
Tuckahoe, NY 10707
914-961-3100 X 4

Employment Application FULL TIME PART TIME SEASONAL

Applicant Information

Full Name: _____ Date:____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____

Position Applied for: _____

Are you legally authorized to work in the U.S. on a full-time basis? YES NO

Has your driver's license ever been suspended or revoked? YES NO
 If yes, when? __

Have you ever worked for the Village? YES NO
 If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

Did you graduate or equivalent?
YES NO

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

NOTE: If a position requires a specific license to operate a motor vehicle, the applicant must provide the appointing authority proof of a current, valid license. (subject to verification prior to appointment)		
Employment Desired:		
Position: _____	Start Date: _____	Salary Desired _____
Have you ever applied before?	Which department?	When?

Disclaimer and Signature

I understand that as part of the background investigation process I may be required to participate in a test for the use of intoxicants and controlled substances and that evidence of the use of intoxicants and controlled substances may lead to my disqualification from appointment or termination from employment. I also understand that if I refuse to participate in such test I will be removed from further consideration for employment.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

VILLAGE OF TUCKAHOE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Village of Tuckahoe to provide for and promote the equal opportunity of employment, compensation, and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, sex, disability, genetic disposition, carrier status, marital status, sexual orientation, or record of offense.

UPON COMPLETION RETURN TO:

Village of Tuckahoe
65 Main Street -Room 206
Tuckahoe, NY 10707