

VILLAGE OF BUCHANAN



APPLICATION FOR EMPLOYMENT

PART-TIME OR SUMMER HELP

MUNICIPAL BUILDING, BUCHANAN, N. Y. 10511
(914) 737-1033-4

Date: _____

Answer each question completely, leaving non-applicable spaces blank.

"I offer the following information as evidence of my qualifications for the position of _____."

NAME: _____ SOCIAL SECURITY NO. _____

HOME ADDRESS: STREET _____ PHONE NO. _____
CITY _____ STATE _____ ZIP CODE _____

BUSINESS OR SCHOOL ADDRESS _____

DATE OF BIRTH: MONTH _____ DAY _____ YEAR _____ AGE _____

SEX _____ HEIGHT _____ WEIGHT _____

DATE OF LAST PHYSICAL EXAMINATION _____ FAMILY PHYSICIAN _____

Do you have any physical or emotional attributes which will prevent or limit your participation in vigorous physical activities? _____

Have you ever been arrested? _____ (If yes, please explain) _____

For what period of time are you available for employment? _____ to _____

EDUCATION

Circle grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

SCHOOL _____ ADDRESS _____

COLLEGE _____ ADDRESS _____

Do you have a drivers license? _____

EXPERIENCE

EMPLOYMENT EXPERIENCE PERTINENT TO POSITION SOUGHT:

JOB _____ EMPLOYER'S FULL NAME _____ ADDRESS _____

PRESENT OR MOST RECENT EMPLOYER:

_____ ADDRESS: _____

YOUR POSITION _____ SALARY: _____

LIST ALL SPECIAL SKILLS THAT YOU POSSESS: _____

WITH WHAT AGES HAVE YOU WORKED IN A LEADERSHIP CAPACITY?

Pre-School _____ Elementary _____ Middle School _____
High School _____ Adult _____ Senior Citizen _____

HAVE YOU EVER BEEN EMPLOYED BY THE VILLAGE OF BUCHANAN? _____

If so, when? _____

FOR COUNSELORS ONLY: CPR Certification? _____ Expiration Date: _____

FOR LIFEGUARDS ONLY: Please list all certifications you have in the
lifeguarding field and their expiration dates: _____

REFERENCES

LIST THREE PERSONS, OTHER THAN RELATIVES, WHOM WE MAY CONTACT FOR
INFORMATION AS TO YOUR CHARACTER, ETC. (List Name, Address and Phone
No.)

"All information presented here is true and complete to the best of my
knowledge and belief."

Applicant's Signature Date

(This space for Dept. use only)