

VILLAGE OF OSSINING

16 CROTON AVENUE
OSSINING, NY 10562

RETURN BY EMAIL: PERSONNEL@VILLAGEOFSSINING.ORG

EMPLOYMENT APPLICATION



APPLICANT INFORMATION									
Last Name			First			M.I.	Today's Date		
Street Address					Apartment/Unit #				
City			State			ZIP			
Phone			E-mail Address						
Date Available		Are you at least 18 years of age?			Desired Salary				
		YES <input type="checkbox"/> NO <input type="checkbox"/>							
Position Applied for				Full Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Part Time <input type="checkbox"/>					
Are you authorized to work in the U.S.?		YES <input type="checkbox"/>		NO <input type="checkbox"/>					
Have you ever worked for the Village of Ossining?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?			
Do you have a valid driver's license?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Class D <input type="checkbox"/> CDL <input type="checkbox"/>			
EDUCATION									
High School			Address						
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College			Address						
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other			Address						
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
REFERENCES									
<i>Please list three professional references.</i>									
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 <input type="checkbox"/>	NO <input type="checkbox"/>

Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

MILITARY SERVICE

Yes <input type="checkbox"/>	No <input type="checkbox"/>	From	To
Branch		Date of Discharge	
Training or Specialty			

DISCLAIMER AND SIGNATURE

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. I expressly authorize without reservation the Village of Ossining, its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, licensing authorities and education institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Village of Ossining, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me. This application does not constitute an agreement or contract for employment for any specified period or definite duration. In accordance with Village of Ossining's drug-free workplace policy and procedures and commitment to maintain a safe, alcohol and drug-free work environment, you may be required to submit to urinalysis and breath alcohol testing. I understand that the Village of Ossining does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law. The Village of Ossining does not tolerate unlawful discrimination in its employment practices. The Village does not tolerate harassment or discrimination in the workplace and takes all complaints seriously. All complaints will be investigated promptly and thoroughly. The Village of Ossining is an Equal Opportunity Employer.

I certify that I have read, fully understand and accept all terms of the foregoing Disclaimer.

Signature	Date
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