

# TOWN OF EAST HAMPTON

159 Pantigo Road  
East Hampton, New York 11937

## EMPLOYMENT APPLICATION

We consider applicants for all positions without regard to age, race, color, creed, religion, sex, national origin, Veteran status, disability, marital status or any other legally protected status pursuant to federal and state and local laws. Please notify the HR office if you are in need of accommodation to complete this application.

(PLEASE PRINT)

Positions Applied For: \_\_\_\_\_ Date of Application \_\_\_\_\_

Last Name	First Name	Middle Name
Address: Street	City	State Zip Code
Telephone Number(s) (H) _____	(W) _____	Social Security Number _____

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Are you currently employed?  Yes  No

Have you ever been employed with us before?  Yes  No If Yes, give date \_\_\_\_\_

Have you ever filed an application with us before?  Yes  No If Yes, give date \_\_\_\_\_

Are you related to anyone who currently works for the town? If yes, who \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment*

On what date would you be available for work? \_\_\_\_\_

Are you available to work: Full Time Part Time Temporary Weekends

Are you currently on "lay off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Driver's License Number \_\_\_\_\_ Class \_\_\_\_\_

Have you been convicted of a felony or misdemeanour within the last 7 years?  Yes  No  
*Conviction will not necessarily disqualify an applicant from employment*

If Yes, please explain \_\_\_\_\_

# Education

School Name/Location	Elementary School	High School	Undergraduate College/University	Graduate/Professional
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Course of Study				
Describe any specialized training apprenticeship, skills and extra-curricular activities				
Describe any honors you may have received				

Indicate any foreign languages you can speak, read and/ or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

Have you ever had any job-related training in the United States military?

If Yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_

List any professional, trade, business or civic activities and offices held.

\_\_\_\_\_  
 \_\_\_\_\_

# References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

<b>Employer</b>	<b>Dates From</b>	<b>Employed To</b>	<b>Work Performed</b>
<b>Address</b>			
<b>Telephone Number(s)</b>	<b>Hourly Rate Starting</b>	<b>Salary Final</b>	
<b>Job Title</b>			
<b>Supervisor</b>			
<b>Reason for Leaving</b>			
<b>Employer</b>	<b>Dates From</b>	<b>Employed To</b>	<b>Work Performed</b>
<b>Address</b>			
<b>Telephone Number(s)</b>	<b>Hourly Rate Starting</b>	<b>Salary Final</b>	
<b>Job Title</b>			
<b>Supervisor</b>			
<b>Reason for Leaving</b>			
<b>Employer</b>	<b>Dates From</b>	<b>Employed To</b>	<b>Work Performed</b>
<b>Address</b>			
<b>Telephone Number(s)</b>	<b>Hourly Rate Starting</b>	<b>Salary Final</b>	
<b>Job Title</b>			
<b>Supervisor</b>			
<b>Reason for Leaving</b>			
<b>Employer</b>	<b>Dates From</b>	<b>Employed To</b>	<b>Work Performed</b>
<b>Address</b>			
<b>Telephone Number(s)</b>	<b>Hourly Rate Starting</b>	<b>Salary Final</b>	
<b>Job Title</b>			
<b>Supervisor</b>			
<b>Reason for Leaving</b>			

If you need additional space, please continue on a separate sheet of paper.

# Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 1 year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information or any other deception given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Interviewer

\_\_\_\_\_  
Date

Employed  Yes  No Date of Employment \_\_\_\_\_ Hourly Rate / Salary \_\_\_\_\_

Job Title \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_

Name and Title

\_\_\_\_\_  
Date

**We are an Equal Opportunity Employer**