

Village of Kinderhook

Application for Employment

We consider applicants for all positions without regard to race, religion, sex, national origin, age marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

PLEASE PRINT

Position Applied For				Date:
Last Name Name	First Name	Middle		
Address Zip	Street	City	State	
Telephone Number(s)				

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Statue (Proof of citizenship or immigration status will be required upon employment.)

Have you ever been convicted of a felony or misdemeanor? (Conviction will not necessarily disqualify and applicant from employment). If "Yes", please explain and include dates.

If you are under 18 years of age, can you provide required proof of your eligibility to work? (If you are over 18 years old, leave blank).

Have you ever filed an application with us before? (If "Yes" give dates)

Have you ever been employed with us before? (If “Yes” give date and name of program.)

Are you related to anyone employed with this Agency? If “yes”, name the program _____ position _____

Are you currently employed? (If “yes”, please answer the next question)

- May we contact your present employer?

On what date would you be available for work?

Are you physically or otherwise able to perform the task of the job for which you are applying? If you answered no, describe the accommodations you require.

Education

	School Name and Location	Years Completed	Degree Received	Course of Study
High School		9 10 11 12		
Technical/ Vocational		1 2 3 4		
Undergraduate College/ University		1 2 3 4		
Graduate/ Professional				

Describe any specialized training, apprenticeship, skills, and extra-curricular activities that might be relevant to this position.

Describe any honor that you have received.

Do you speak, read and/or write any other language that may be useful in this position?

State any additional information you feel may be helpful to us in considering your application.

Employment Experience

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

Employer	Dates Employed To: From:
Address	Hourly Rate/ Salary
Telephone Numbers	Work Performed
Job Title	Supervisor's Name

Employer	Dates Employed
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	To: From:
Address	Hourly Rate/ Salary
Telephone Numbers	Work Performed
Job Title	Supervisor's Name
Reason for leaving	May we contact this employer for a reference?

Employer	Dates Employed To: From:
Address	Hourly Rate/ Salary
Telephone Numbers	Work Performed
Job Title	Supervisor's Name
Reason for leaving	May we contact this employer for a reference?

Please attach any additional employment experience on a separate sheet of paper.

References

Give the name, address and telephone number of 3 personal/professional references that are not related to you and who are not previous employers.

Name	Address	Telephone Number	Years Acquainted
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge and understand that if employed, any falsified statements on this application or employment interviews shall be grounds for dismissal.

I authorize investigation of all statement contained herein and the references listed about to give you any and all information concerning my pervious employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the same to you.

I understand and agree if hired, my employment is for not definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice. I understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

Return this application to:

Village of Kinderhook
P.O. Box 325
Kinderhook, NY 12106