

(For Office Use Only) DATE RECEIVED: _____



EMPLOYMENT APPLICATION FOR VILLAGE OF ALDEN, NY

Personal Identification: (Please Print)

Name: _____ Telephone: _____
(Last, First, Middle)

Current Address: _____
(Street, City, State, Zip)

Previous Address: _____
(Street, City, State, Zip)

Position applying for (be specific): _____

☐ Part-time ☐ Full-time If hired, date available: _____

Do you have any restrictions, personal or otherwise, which would restrict the hours you can work?

☐ Yes ☐ No

If yes, explain: _____

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? ☐ Yes ☐ No (Proof of immigration status or citizenship will be required upon employment.)

Are you 18 years of age or older? ☐ Yes ☐ No If not, how old? _____

Do you have working papers? ☐ Yes ☐ No

EDUCATION	NAME OF SCHOOL CITY AND STATE	Highest Grade Completed (circle)	Did you graduate? (circle)	DEGREE ACHIEVED
High School		1 2 3 4	Yes No	
College(s)		1 2 3 4	Yes No	
Graduate School		1 2 3 4	Yes No	
Technical, Business, or Other		1 2 3 4	Yes No	

*ALL NOTATIONS ON THE APPLICATION FOR EMPLOYMENT AND ANY DOCUMENTS CONTAINED IN THE PERSONNEL FILE SUCH AS POST-EMPLOYMENT QUESTIONNAIRE, EVALUATION FORMS AND OTHERS ARE FOR RECORD KEEPING PURPOSES AND SHOULD NOT BE CONSTRUED AS A CONTRACT OF EMPLOYMENT **NOTE EMPLOYMENT APPLICATIONS ARE CONSIDERED ACTIVE FOR 30 DAYS FROM DATE OF COMPLETION ON PAGE 1 OF APPLICATION.***

REFERENCES: 3 references (Only 1 previous supervisor, no relatives)

Name	Address	Occupation	Phone
1.			
2.			
3.			

(For Office Use Only) References Checked by: _____

EMPLOYMENT HISTORY: (Start with your present or most recent position. Include experience in the armed forces of the U.S. Please feel free to attach additional information where appropriate, such as a resume.)

Employer _____ Type of business _____

Address _____ Phone No. _____

Starting date _____ Starting duties _____ Starting earnings _____

Leaving date _____ Leaving duties _____ Leaving earnings _____

Reason for termination: _____

Last immediate supervisor's name and title: _____

Employer _____ Type of business _____

Address _____ Phone No. _____

Starting date _____ Starting duties _____ Starting earnings _____

Leaving date _____ Leaving duties _____ Leaving earnings _____

Reason for termination: _____

Last immediate supervisor's name and title: _____

Employer _____ Type of business _____

Address _____ Phone No. _____

Starting date _____ Starting duties _____ Starting earnings _____

Leaving date _____ Leaving duties _____ Leaving earnings _____

Reason for termination: _____

Last immediate supervisor's name and title: _____

MISCELLANEOUS:

What special skills or qualifications do you possess? _____

Any Heavy Equipment Experience (Back-Hoe/Loader, Dump Truck, Snowplow, etc.)? _____

Do you have a CDL (license) or CDL Learners Permit? _____

What office machines / Software can you operate? _____

Please list any training that you have had that is job related. Examples: OSHA 10, OSHA 30, Haz-Woper 40, Emergency Medical Training (First-Responder, EMT, CPR)Etc.

LEGAL BACKGROUND: *(Note: Village of Alden does conduct a pre-employment legal background check)*

Do you have any pending legal charges, with the exception of minor traffic offenses, that would affect your ability to maintain a regular schedule?

☐ Yes ☐ No If yes, please provide an explanation: _____

No applicant will be excluded from consideration for employment due to prior arrests.

Have you ever been discharged or asked to resign by an employer? ☐ Yes ☐ No

If yes, please explain and state circumstances: _____

APPLICANT'S AGREEMENT:

I hereby represent that each answer to a question herein and on any attachments to the application, and all other information otherwise furnished is true and correct. I further represent that such answers and information constitute a full and complete disclosure of my knowledge with respect to the question or subject to which the answer or information relates. I understand that any incorrect, incomplete or false statements or information furnished by me during the selection process will subject me to disqualification from consideration or discharge at any time. I hereby authorize my former employers to give any information regarding my employment with them; and in addition, to furnish any other information they may have concerning me. I understand this Application for Employment does not constitute an express or implied contract of employment and, if hired, I have the right to terminate my employment for any reason at any time.

Signature of Applicant

Date

CONSENT TO LEGAL BACKGROUND AND REFERENCE CHECK

I, _____, hereby authorize the Village of Alden, NY, and/or its representatives, to make investigation of my background, references, character, past employment, consumer reports, education, and criminal history record information which may be in any state and/or local files, including those maintained by both public and private organizations, and all public records, for the purpose of confirming the information contained on this application and/or obtaining other information which may be material to my qualifications for employment. A telephone facsimile (fax) or xerographic copy of this document shall be considered as valid as the original consent.

I hereby consent to the Village of Alden, NY; verification of all the information I have provided on my application form. I also agree to execute as a condition of employment or a condition of continued employment any additional written authorization necessary for the Village to obtain access to and copies of records pertaining this information. I also hereby authorize the Village access to any medical histories or records pertaining to me with regards to my ability to perform the job I am applying for.

With regard to the foregoing disclosures, I hereby agree to release any person, company, or other entity from any and all causes of action that otherwise might arise from supplying the Village with information it may request pursuant to this release. I understand that any false answers or statements, or misrepresentations by omission, made by me on this application or any related document, will be sufficient for rejection of my application or for my immediate discharge should such falsifications or misrepresentations be discovered after I am employed.

I understand that this information will remain confidential and will be utilized for employment purposes only.

Signature of Applicant/Employee

Date

*** Legal Background Checks are completed by a Law-Enforcement Agency and are completely CONFIDENTIAL and becomes property of the Village of Alden, NY.*

CONSENT TO DRUG TEST / SCREENING

Important Notice: This consent form complies with laws of New York State. *Please read it carefully before signing.*

I, _____, hereby authorize the Village of Alden, NY, and/or its representatives, to conduct drug testing as part of the pre-employment process and/or ongoing employment.

I understand that:

- The drug test will be conducted in a professional manner, using methods that ensure the accuracy of results.
- The drug test will be conducted by a private medical provider under contract with the Village of Alden, to provide confidential drug testing services.
- The participation is voluntary, and I may refuse to submit to the test. However, I recognize that refusal could impact my employment status, including hiring status and/or termination of employment.
- The test results will remain confidential and are property of the Village of Alden; and will only be shared with individuals who have a legitimate / immediate “need-to-know”.
- I may request a copy of the test results at any time, and the Village will provide same within 48/hours (work-days) of request.

I understand that by signing below, I acknowledge that I have read and understood this consent form and that my questions, if any, have been answered.

Signature of Applicant/Employee

Date

Equal Opportunity Employer: *The Village of Alden is an Equal Opportunity Employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit based and applied without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service, citizenship, or other protected characteristics.*