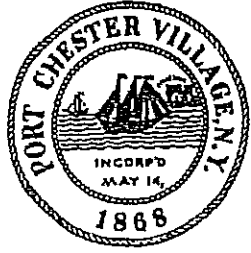


# APPLICATION FOR EMPLOYMENT



**Village of Port Chester, New York**  
**222 Grace Church Street, Port Chester, New York 10573**  
**(914) 939-2200**

www.portchesterny.com

POSITION TITLE \_\_\_\_\_

NAME \_\_\_\_\_  
Last name First Name Mi

MAILING ADDRESS \_\_\_\_\_  
Number Street City State Zip Code

TELEPHONE: \_\_\_\_\_ Circle preferred order of contact: \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

HOME (\_\_\_\_) \_\_\_\_\_ 1 2 3 DRIVER'S LICENSE NO. \_\_\_\_\_  
 BUSINESS (\_\_\_\_) \_\_\_\_\_ 1 2 3  
 MOBILE (\_\_\_\_) \_\_\_\_\_ 1 2 3 CLASS \_\_\_\_\_ STATE \_\_\_\_\_ EXP DATE \_\_\_\_\_

- 1) Have you ever been discharged or forced to resign due to misconduct or unsatisfactory service? If yes, please state all details on back of application. YES NO
- 2) Did you ever receive a discharge from the Armed Forces of the United States that was other than honorable? YES NO
- 3) Have you ever been convicted of a law violation(s), including moving traffic violations but excluding offenses committed before your eighteenth birthday which were finally adjudicated in a Juvenile Court or under a youth offender law? YES NO  
 If yes, list all such convictions, including court locations and approximate date: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 4) May we contact your present employer? YES NO
- 5) Are you related to any employee of the Village of Port Chester? YES NO
- 6) Can you, upon employment selection, demonstrate that you are legally able to work in the United States? YES NO
- 7) If you are under 18 years of age, can you provide required proof of eligibility to work? YES NO

## EDUCATION & TRAINING

<u>CIRCLE HIGHEST GRADE COMPLETED</u>	<u>NAME OF SCHOOL</u>	<u>NAME OF SCHOOL</u>	<u>GRADUATE?</u>
8    9    10    11    12			Yes No GED
<u>COLLEGE, BUSINESS OR TRADE SCHOOL</u>	<u>LOCATION</u>	<u>DEGREE</u>	<u>MAJOR SUBJECT</u>
<u>SEMESTER UNITS</u>			

**EXPERIENCE** – Read the examination announcement carefully before completing this section. List all jobs you have held in the last 10 years. Also list jobs beyond 10 years if the experience helps to qualify you for this position. List your present or most recent job first. A thoroughly completed application may improve your chances for employment. If you need more space, you may attach additional sheets. Show specific examples of your experience which directly relate to the job requirement. **NOTE: A resume may be attached, but will not be substituted for completion of this section.**

FROM	TO	TITLE OF POSITION	SUPERVISOR
EMPLOYER NAME & ADDRESS		DESCRIBE DUTIES/ RESPONSIBILITIES	
PHONE ( )			
REASON FOR LEAVING		NUMBER OF EMPLOYEES SUPERVISED: _____ SALARY: _____ FULL-TIME HRSWEEK _____ PART-TIME HRSWEEK _____	

FROM	TO	TITLE OF POSITION	SUPERVISOR
EMPLOYER NAME & ADDRESS		DESCRIBE DUTIES/ RESPONSIBILITIES	
PHONE ( )			
REASON FOR LEAVING		NUMBER OF EMPLOYEES SUPERVISED: _____ SALARY: _____ FULL-TIME HRSWEEK _____ PART-TIME HRSWEEK _____	

FROM	TO	TITLE OF POSITION	SUPERVISOR
EMPLOYER NAME & ADDRESS		DESCRIBE DUTIES/ RESPONSIBILITIES	
PHONE ( )			
REASON FOR LEAVING		NUMBER OF EMPLOYEES SUPERVISED: _____ SALARY: _____ FULL-TIME HRSWEEK _____ PART-TIME HRSWEEK _____	

Professional or Vocational Certificates or Licenses. Please attach a copy to the application if required for the position you are applying for:

Other Special Training or Skills: (Language, office equipment, machine operations, etc.)

