

Commissioner of Parks & Recreation  
Joseph E. Keyes, Jr.

Special Events Co-Ordinator  
William Hilton



Director of Parks & Recreation  
Maria P. Giustizia

Village of Patchogue  
Department of Parks and Recreation  
380 Bay Avenue,  
Patchogue, NY 11772  
Phone: (631) 475-4302 Fax: (631) 475-4364

## **Employment Application**

We are an equal opportunity employer  
**PLEASE PRINT CLEARLY**

Today's Date: \_\_\_\_\_

### **Personal Information:**

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Referred By: \_\_\_\_\_

Email: \_\_\_\_\_ Are you 18 years of age or older? Yes / No

Do you have the right to permanently reside and work in the United States? Yes / No

Do you have a license to operate a motor vehicle? Yes / No Driver's License Number: \_\_\_\_\_

Have you ever been convicted of a crime? Yes / No

If 'Yes', please explain: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Have you ever had an 'on-the-job' injury? Yes / No

If 'Yes', what was the nature of the injury: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

### **Employment Desired:**

Position: \_\_\_\_\_ Date you can start: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are you employed now? Yes / No If 'Yes', may we contact your present employer? Yes / No

Have you applied here before? Yes / No If 'Yes', where? \_\_\_\_\_ when? \_\_\_\_\_

**Education:**

	Name/Location	Circle Last Year Completed	Did you graduate?	Degree Acquired
Grammar Schools			Yes / No	
High School		1 2 3 4	Yes / No	
College		1 2 3 4	Yes / No	
Trade/Business School		1 2 3 4	Yes / No	

**General:**

Subject of Special Study or Research Work: \_\_\_\_\_

Job Related Skills (typing, driver’s license, etc.): \_\_\_\_\_

Activities other than Religious (civic, athletic, etc.): \_\_\_\_\_

(Exclude organizations, the name or character of which indicates the race, sex, color, or national origin of its members)

Any Known Allergies? \_\_\_\_\_

**Former Employers** (*List your last four employers, starting with the last one first*)

Date – Month & Year	Name & Address of Employer	Salary Upon Leaving	Position	Reason for Leaving
From: To:				
From: To:				
From: To:				
From: To:				

**References** (*List three persons not related to you whom you have known at least one year*)

Name	Address	Phone Number	Years Acquainted

**Authorization:**

I certify that the facts contained in this application (and accompanying resume, if any), are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Village.

I understand that any employment is conditioned on a background check. I authorize the Village to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Village, without giving me prior notice of such disclosure. In addition, I release the Village, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Village unless made in writing.

I understand that filling out this form does not indicate that there is a position open and does not obligate the Village to hire. If hired, I agree to abide by all Village work rules, policies and procedures. The Village retains the right to revise its policies or procedures, in whole or in part, at any time.

Date \_\_\_\_\_ Signature \_\_\_\_\_