



APPLICATION FOR EMPLOYMENT

All applicants are considered for all positions without regard to race, color, citizenship status, religion, gender (including pregnancy), national origin, ancestry, age, physical or mental disability, domestic victim status, sexual orientation, marital status, military status, or any other characteristic protected by law, ordinance, or regulation. Those applicants requiring accommodation to complete the application and/or interview process should contact Human Resources. Please print.

| | | | | |
|------------------------------------|-------------------|---------------------|-------|----------|
| Position(s) Applied for | | Date of Application | | |
| | | | | |
| Print Name (Last, First, & Middle) | | Other Names Used | | |
| | | | | |
| Street Address | | City | State | Zip Code |
| | | | | |
| Home Phone Number | Cell Phone Number | Email | | |
| | | | | |

Have you ever worked for the Town of West Seneca before?..... Yes No

If yes, please give dates and position: _____

DEPARTMENT DESIRED

Please mark next to any departments for which you are applying. For certain positions, there are specific certifications that are required.

Highway
 Buildings & Grounds
 Engineering
 Police
 Clerk's Office
 Senior Center
 Assessor's Office
 Recreation
 Code Enforcement

Position Applying For: _____ Are you at least 16 years old? Yes No

EMPLOYMENT EXPERIENCE

Please list the names of your present or previous employers in chronological order with present or most recent employer listed first. Be sure to account for all periods of time. If self-employed, please provide the name of the firm. [Add additional page if necessary]

| | Company Name & Address | Position | Dates From/To | Reason for Leaving |
|-----|------------------------|----------|---------------|--------------------|
| 1.) | _____ | _____ | _____ | _____ |
| | _____ | | (mm/yy-mm/yy) | |
| 2.) | _____ | _____ | _____ | _____ |
| | _____ | | (mm/yy-mm/yy) | |

Have you ever been involuntarily terminated or asked to resign from any job?..... Yes No

If yes, please explain:

Please explain any gaps in your employment history:

| |
|--|
| |
|--|

Please list any other experience, job related skills, additional languages, certifications and/or specialized training or other qualifications that you believe should be considered in evaluating your application for employment.

| |
|--|
| |
|--|

EDUCATION

Please describe your educational background in the table provided below:

| | School Name | Years Completed | Diploma/ Degree (Yes/No) | Course of Study/Major |
|-------------------------------------|-------------|-----------------|-----------------------------|-----------------------|
| High School | | | | |
| College/ University | | | | |
| Graduate/ Professional School | | | | |
| Trade School | | | | |
| Other | | | | |
| Military Service | | | | |

PROFESSIONAL AND PERSONAL REFERENCES

Please list one to two professional/personal references of individuals who are **not** related to you:

| Name and Title | Relationship and Years Acquainted | Phone Number or Email |
|----------------|-----------------------------------|-----------------------|
| | | |
| | | |

GENERAL INFORMATION

1. On what date are you available to begin work? _____

2. Days/Hours available to work:

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| | | | | | | |

3. Are you available to work? Full-time Part-time Seasonal

If seasonal, what date do you need to end work? _____

4. Minimum salary desired.....Per Hour \$_____ Per Month \$_____

5. If hired, would you have a reliable means of transportation to and from work?..... Yes No

- a. Do you have a valid NY driver license?..... Yes No
- 6. Are you at least 18 years old?..... Yes No
 - a. Note: If under 18, hire is subject to verification that you are of minimum legal age.
- 7. If hired, can you present evidence of your identity and legal right to work in this country?..... Yes No
- 8. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation?..... Yes No
 - a. Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.

Applicant Statement and Agreement

Please read and initial each paragraph below. If there is anything that you do not understand, please ask.

_____ I hereby authorize the Town to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers and references I have listed to disclose to the Town any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Town, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. My employment is contingent upon acceptable results of a drug screen, background check, and driving history. My employment is also contingent upon providing to the Town a receipt of a medical physical.

_____ In the event of my employment with the Town, I understand that I am required to comply with all rules and regulations of the Town.

_____ If hired, unless subject to any other agreement, I understand and agree that my employment with the Town is at-will, and that neither I, nor the Town is required to continue the employment relationship for any specific term. I further understand that the Town or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications.

_____ I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete a Form I-9 in this regard.

_____ I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed and the remainder of this Agreement shall be enforceable.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO ALL OF THE ABOVE TERMS.

Signature _____

Date _____