

**RECREATION DEPARTMENT**  
**TOWN OF KINDERHOOK**  
APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, 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	First Name	Middle Name	
Address (Street)	(City)	(State)	(Zip)
Telephone Number(s)			

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status will be required upon employment.) YES NO

Have you ever been convicted of a felony or misdemeanor? (Conviction will not necessarily disqualify an 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 over 18 years of age, leave blank)

Have you ever filed an application with us before? (If "YES," give date.) \_\_\_\_\_

Have you ever been employed with us before? (If "YES," give dates and name of program.)

Are you related to anyone employed with this Agency?    
 (If yes, Name \_\_\_\_\_, Program \_\_\_\_\_, Position \_\_\_\_\_)

Are you currently employed? (If yes, please answer next two questions)

May we contact your present employer?

Are you currently on "lay-off" status and subject to recall?

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full-Time  Part-Time  Shift Work  
 Temporary  Weekends

Can you travel if a job requires it?

YES  NO

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

**EDUCATION**

	School Name & Location	Years Completed	Degree Rec'd.	Course of Study
High School/GED		9 10 11 12		
Technical/ Vocational		1 2 3 4		
Undergraduate College/Univ.		1 2 3 4		
Graduate/ Professional		1 2 3 4		

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

Describe any honors you have received. \_\_\_\_\_

Describe any job-related training you received in the U.S. military. \_\_\_\_\_

Do you speak, read and/or write any other languages which may be useful in this position (e.g. Braille, sign language, etc.) Please indicate your skill level in each (fluent, good, fair).

speak \_\_\_\_\_ skill level is \_\_\_\_\_  
 read \_\_\_\_\_ skill level is \_\_\_\_\_  
 write \_\_\_\_\_ skill level is \_\_\_\_\_

List any professional, trade, business or civic activities and offices held. (You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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How did you learn about us?

employment agency  
 employee referral  
 advertisement in \_\_\_\_\_

unsolicited (walk-in)  
 other \_\_\_\_\_

(newspaper)

## Employment Experience

May we contact for a reference?

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

1.	Employer	Dates Employed		Work Performed	Yes	No
		From	To			
	Address				<input type="checkbox"/>	<input type="checkbox"/>
	Telephone Number(s)		Hourly Rate/Salary			
			Starting	Final		
	Job Title	Supervisor				
	Reason for Leaving					
2.	Employer	Dates Employed		Work Performed	Yes	No
		From	To			
	Address				<input type="checkbox"/>	<input type="checkbox"/>
	Telephone Number(s)		Hourly Rate/Salary			
			Starting	Final		
	Job Title	Supervisor				
	Reason for Leaving					
3.	Employer	Dates Employed		Work Performed	Yes	No
		From	To			
	Address				<input type="checkbox"/>	<input type="checkbox"/>
	Telephone Number(s)		Hourly Rate/Salary			
			Starting	Final		
	Job Title	Supervisor				
	Reason for Leaving					
4.	Employer	Dates Employed		Work Performed	Yes	No
		From	To			
	Address				<input type="checkbox"/>	<input type="checkbox"/>
	Telephone Number(s)		Hourly Rate/Salary			
			Starting	Final		
	Job Title	Supervisor				
	Reason for Leaving					

If you need additional space, please continue on a separate sheet of paper.

**REFERENCES**

Give the name, address and telephone number of three references who are not related to you and are not previous employers.

	Name	Address	Telephone No.	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 in employment interviews shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous 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 that if hired, my employment is for no 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:

Recreation Director  
Town of Kinderhook  
PO Box P  
Niverville, NY 12130