



Stanley H. Kellerhouse Municipal Building  
 One Van Wyck Street  
 Croton-on-Hudson, NY 10520-2501

# APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status  
 (PLEASE PRINT)

Position(s) Applied For	Date of Application
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How Did You Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other	_____

Last Name	First Name	Middle Name
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Address	City	State	Zip Code
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Telephone Number	Social Security Number
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If you are under the age of 18, can you provide required proof of your eligibility to work?  Yes  No  
 If under 18, date of birth \_\_\_\_\_

Have you ever filed an application with us before?  Yes  No  
 If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
 If Yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

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

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

May we contact your present employer?  Yes  No

Are you a citizen of the United States?  Yes  No

If not, do you have the right to remain in the United States?  Yes  No

Do you have the papers permitting you to work in the United States?  Yes  No

Have you been convicted of a felony within the last 7 years?  Yes  No  
Conviction will not necessarily disqualify an applicant from employment

If Yes, please explain \_\_\_\_\_

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**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# Employment Experience

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, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
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Job Title	Supervisor		
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	From	To	
Address			
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.

List professional, trade, business or civic activities and offices held.

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*

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# Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities. Indicate any foreign languages you can speak, read and/or write.

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## Additional Information

### Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience. Include job-related training received in the United States military.

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### Specialized Skills

List any type of machinery that you can operate. Also list any computer programs or systems that you are familiar with.

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**Note to Applicants: Do not answer the following question unless you have been informed about the requirements of the job for which you are applying.**

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.  Yes  No

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

\_\_\_\_\_  
\_\_\_\_\_

**References**

1) Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

2) Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

3) Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

4) Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

**Applicant's Statement**

**ALL STATEMENTS ARE SUBJECT TO VERIFICATION**

**THIS AFFIRMATION MUST BE COMPLETED:** I affirm that all statements made on this application (including any attached papers) are true under the penalties of perjury. (Applicants are advised that all statements made by them in connection with their application(s) for employment are subject to investigation and verification.)

This application may be used for review by the prospective appointing as part of a background investigation

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**FOR PERSONNEL DEPARTMENT USE ONLY**

Arrange Interview  Yes  No

Remarks \_\_\_\_\_

\_\_\_\_\_  
Interviewer \_\_\_\_\_ Date \_\_\_\_\_

Employed  Yes  No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/ Salary \_\_\_\_\_ Department \_\_\_\_\_

Name and Title \_\_\_\_\_ Date \_\_\_\_\_

**NOTES** \_\_\_\_\_

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Village of Croton-on-Hudson Recreation and Parks Department

**Summer Employment Information**

The Croton Recreation and Parks Department offers summer employment opportunities in Day Camp, Tiny Tots, Lifeguarding, Gate Attendant and Park Maintenance. **APPLICATIONS WILL BE ACCEPTED STARTING JANUARY 1 THRU MARCH 22, 2013.** Applicants selected for an interview will be contacted in late March/early April. Employment decisions will be made by the second week of May. All applicants for paid positions must be at least 16 years of age.

**Day Camp/Tiny Tots Counselors**

You must be available to work from June 24<sup>th</sup> thru August 2<sup>nd</sup>.

**Lifeguards**

You must be available to attend orientation which is held in mid-May (date to be determined) and work on weekends from May 24<sup>th</sup> thru June 16<sup>th</sup> and then daily from June 21<sup>st</sup> thru September 2<sup>nd</sup>.

Requirements: You must have valid Waterfront/Lifeguard/First Aid and CPR for the Professional Rescuer certifications.

**Gate Attendant**

**Silver Lake:** You must be available to attend orientation which is held in mid-May (date to be determined) and work on weekends from May 24<sup>th</sup> thru June 16<sup>th</sup> and then daily from June 21<sup>st</sup> thru September 2<sup>nd</sup>.

**Senasqua Park:** You must be available to attend orientation which is held in mid-May (date to be determined) and work on weekends from May 24<sup>th</sup> thru June 16<sup>th</sup> and then daily from June 21<sup>st</sup> thru approximately mid-September.

**Park Maintenance**

You must be available to work from mid-May (college) or late June (high school) thru August. You must have a valid driver's license.

**Note: The number of positions available are based on individual staff needs and may be limited.**