



INCORPORATED VILLAGE OF BELLPORT

Please print clearly and answer all questions. Resumes are not a substitute for a completed application.

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed servicemember status, race, color, religions, sex, national original, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.

THE INCORPORATED VILLAGE OF BELLPORT ("VILLAGE") IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE NY STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE VILLAGE OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME DESIRED FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Cell: _____ E-Mail: _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you authorized to work in the U.S.? YES NO

Have you ever worked for the Village? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Acknowledgement and Signature

This Incorporated Village of Bellport ("Village") is an at-will employer as allowed by applicable New York State Law. This means that regardless of any provision in this application, if hired, the Village or I may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this application or any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, employee or representative of the Village is authorized to enter into an agreement—Expressed or implied. If hired, I agree to conform to the policies and procedures of the Village, and I understand that the Village has complete discretion to modify such policies and procedures of the employee handbook and I understand that the Village has complete discretion to modify such policies and procedures at any time, except that it will not modify its policy of employment at-will.

I authorize the Village or its agents to confirm all statements contained in this application and/or my resume as it relates to my position. I agree to complete any requisite authorization forms for the background investigation which may be permitted by federal, state and/or Village law.

I authorize my consent to, without reservation, any party or agency contacted by the Village to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state and local law, any party delivering information to the Village or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action, which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from such information. Further, if hired, I authorize the Village to provide truthful information concerning my employment to future employers and hold the Village harmless for providing such information.

If hired by the Village, I understand that I will be required to provide official documentation establishing my identity and eligibility to be legally employed in the United States. I also understand that the Village employs only individuals who are legally eligible to work in the United State.

I certify that all of the information that I have provided on this application is true, accurate and complete.

Signature: _____ Date: _____

Addendum – Minor

If the applicant is a minor, the release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian at the Village, to the extent permitted by federal state, and local law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to Village personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal
Guardian _____

Witness _____

Addendum – Driving Information

Do you have a valid driver's license? YES NO If yes, License No. STATE: Expiration Date:

If you do not have a driver's license for the state in which you currently reside, why not? _____

Has your license ever been suspended or revoked? YES NO

If yes, explain: _____

Do you have personal automobile insurance YES NO

If no, explain: _____

Have you ever been denied personal automobile insurance or has it ever been terminated or suspended? YES NO

If yes, explain: _____

<u>OFFENSE</u>	<u>DATE</u>	<u>LOCATION</u>	<u>COMMENTS</u>
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APPLICATION CERTIFICATION

I understand and agree that if driving is a requirement of the job which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that the Village may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If the Village has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that II screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Village's policies and applicable federal, state and local law.

If employed by the Village, I understand and agree that the Company, to the extent permitted by federal, state and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, restrictive covenant, and/or conflict of interest statement.

I certify that all the information on this applicate, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

Signature: _____ Date: _____