

EMPLOYMENT APPLICATION
INCORPORATED VILLAGE OF LAUREL HOLLOW

OFFICE USE ONLY	
Applicant	_____
Application given by	_____
Interviewed by	_____
Rating	_____
Remarks:	_____

PLEASE PRINT - All questions must be answered

Name: _____ Date: _____

Address: _____ Town: _____

How long at this address?: _____ Phone #: () - _____ SS #: _____

Last address: _____ Town: _____ How Long: _____

Are you over 18 years of age: _____ Are you a U.S. Citizen: _____

Who referred you to us?: _____

Military Service?: _____ Dates: _____ to: _____

Branch?: _____ Type of Discharge: _____

Exempt Firefighter?: _____ (If yes, attach certificate)

Driver's ID #: _____ License Type: _____ State Issued: _____

Position applied for?:: _____ Minimum Salary: _____ Date available: _____

Months, days and hours preferred: _____

RECORD OF EMPLOYMENT

DATES

(PUT PRESENT OR LAST EMPLOYER FIRST)

FROM	TO	NAME & ADDRESS OF EMPLOYER	POSITION	STARTING SALARY	ENDING SALARY	REASON FOR LEAVING

RECORD OF EDUCATION	SCHOOL ATTENDED / LOCATION	YEAR TO YEAR	GRADUATE	DEGREE
GRAMMAR				
HIGH SCHOOL				
COLLEGE				
OTHER				

REFERENCES- Excluding Former Employers or Relatives

NAME	STREET ADDRESS & TOWN		POSITION

Have you ever been convicted of a crime? _____ If yes, give details: _____

Do you possess any status under Nassau County Civil Service? _____

Have you worked for the Village of Laurel Hollow before? _____

What machines do you operate (including office machines / computer software)? _____

Have you ever been bonded? _____ Has a bond ever been refused to you? _____

Do you carry life insurance? _____ Has insurance ever been refused to you? _____

If rejected, why? _____

List any relatives employed by the Village of Laurel Hollow: _____

NOTE HERE any additional facts that you wish to present for consideration or explanation:

IF HIRED, I UNDERSTAND THAT MY APPOINTMENT WILL BE PROBATIONARY AND WILL ALSO BE SUBJECT TO APPROVAL BY THE NASSAU COUNTY CIVIL SERVICE COMMISSION. I CERTIFY THAT ALL OF THE INFORMATION I HAVE GIVEN IS TRUE AND CORRECT, TO THE BEST OF MY KNOWLEDGE.

 (signature of applicant)

do not write below this line

Job Title: _____ Starting Date: _____ Salary: _____ per _____

MAYOR'S APPROVAL _____