

Inc. Village of Sea Cliff EMPLOYMENT APPLICATION

The Village of Sea Cliff is an equal opportunity/affirmative action employer. NYS Law prohibits discrimination because of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status, domestic violence victim status, carrier status, gender identity or prior conviction records, or prior arrests, youthful offender adjudications, or sealed records unless based upon a bona fide occupational qualification or other exception.

IDENTIFYING INFORMATION

Please read all instructions carefully. All pages of this application must be completed, and the application signed. If you need additional space, please use the **ADDITIONAL REMARKS** section. Applicants may be required to complete additional components of the Employment Application as directed by the Village.

Name: _____	XXX/XX/_____ SSN (last 4 digits only)
Current Mailing/Street Address: _____	_____ NYS EMPLID (if assigned)
_____	() _____
City State Zip Code	Home Phone
Email Address: _____	() _____
Permanent Street Address (if different from above): _____	Business Phone
_____	() _____
List any other names by which you have been known (including nicknames): _____	Cell Phone

APPLICANT INFORMATION

- All candidates must be eligible for employment in the United States and maintain this eligibility throughout their employment with Village. Employment is contingent upon the provision of proof of the right to accept employment in the United States.
 - Are you legally authorized to work in the United States?** Yes No
 - Will you now, or in the future, require sponsorship for employment visa status** (e.g. for an H-1B Visa)? Yes No
 - If under age 18, can you provide a work permit?** Yes No N/A

POSITIONS MAY REQUIRE TRAVEL AND/OR OPERATION OF A MOTOR VEHICLE OR HEAVY EQUIPMENT

- Certain positions may require extensive travel within a designated area of assignment; to otherwise travel in areas that may not be served by public transportation; to routinely operate a motor vehicle; and/or to routinely operate heavy equipment requiring a specialized license.

For positions requiring operation of a motor vehicle or heavy equipment, appointees must possess a driver license valid in NYS at the time of appointment and continuously thereafter. Candidates who do not possess a driver license valid in NYS must be able to demonstrate their capacity to meet the transportation needs of the job at the time of interview.

- Do you currently have a valid driver license that allows you to operate a motor vehicle in New York State?** Yes No
- If yes, please select your license class: **CDL** **A** **B** **C** **D** **E** **Other (specify)** _____

Licensing State: _____ **License Number:** _____

c. For Commercial Driver License (CDL) holders, please list your endorsements or restrictions: _____

d. Have you ever had your driver license revoked or suspended? Yes No N/A
If yes, please explain: _____

POSITIONS MAY REQUIRE PROFESSIONAL LICENSURE OR CERTIFICATION

3. For some positions, professional licensure, registration, certification, or other authorization to practice a trade or profession is required. Applicants claiming these credentials will be required to provide proof as a part of the screening process. If you are required to possess such credentials for the position you are applying for, please complete the following questions:

a. Name of Trade or Professional License/Certificate: _____
License No.: _____ Issued By: _____ Issue Date: _____
Expiration Date: _____ Registration Date: _____
Registration Expiration Date: _____ Type/Specialty: _____

b. Do you have any conditional limitations or restrictions on your ability to practice under your professional license/certification/registration? Yes No N/A

c. Has your license/certification/registration ever been revoked? Yes No N/A
If yes to 3b or 3c, please specify in detail: _____

POTENTIAL FOR CONFLICT OF INTEREST

4. Please provide the names of any relative(s) employed by the Village with which you are seeking employment. For the purposes of this application, a "relative" is defined as a person living in the same household, parents, grandparents, spouse, siblings, children, aunts, uncles, nieces, nephews, and in-laws.

Relative Name: _____ Relationship to you: _____
 Check here if you have no relative(s) employed by the agency with which you are seeking employment.

5. Please provide the names of any entity (Business or Vendor) or describe any connection you have to any entity doing business within the Village you are seeking employment. If a relative, as defined in Question 4, is affiliated with, or owns an entity doing business with Sea Cliff, use this section to describe the connection to you.

Name of Entity with which you have a connection: _____
Describe the connection and any relationship to you: _____
 Check here if you have no relationship or connection to any entity doing business with e Village of Sea Cliff.

JOB INTERESTS AND EMPLOYMENT AVAILABILITY

6. Type of work or position desired: _____

7. Geographic work location(s) desired: _____

8. Some positions require different work schedules.
Please indicate which schedules you would be able to perform:

Hours	Ability to Work	Schedule	Ability to Work	Duration	Ability to Work
Shift Work	Yes <input type="checkbox"/> No <input type="checkbox"/>	Saturday hours	Yes <input type="checkbox"/> No <input type="checkbox"/>	Permanent	Yes <input type="checkbox"/> No <input type="checkbox"/>
Overtime	Yes <input type="checkbox"/> No <input type="checkbox"/>	Sunday hours	Yes <input type="checkbox"/> No <input type="checkbox"/>	Temporary	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Full-time	Yes <input type="checkbox"/> No <input type="checkbox"/>	Seasonal	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Part-time	Yes <input type="checkbox"/> No <input type="checkbox"/>	Summer Only	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Per diem	Yes <input type="checkbox"/> No <input type="checkbox"/>	Winter Only	Yes <input type="checkbox"/> No <input type="checkbox"/>

9. If offered a position with the Village, when would you be available for work? _____

EDUCATION

Applicants will be required to provide proof of diploma and/or degrees claimed.

School	Name/Location	Credits	Diploma or Degree Received	Courses of Study (Major/Minor)
High school				
Equivalency Program	Issued by:		Number:	
Vocational or Technical Schools				
Colleges or Universities				
Other Training or Military Schools				

EMPLOYMENT & EXPERIENCE

Please list all periods of employment, beginning with the most recent, and include all prior experiences with any state or local government. You must include all concurrent employment. Resumes will not be accepted in lieu of completing this Section. If you need extra space please attach additional sheets. Agencies reserve the right to contact any or all of your employers to verify the information provided.*

Name of Present or Last Employer: _____
Address: _____ **Date Employed:** / /
Supervisor's Name and Title: _____ **To** / /
Salary:\$ _____ **Telephone: ()** _____
Your Title and Duties: _____

Reason(s) for Leaving: _____
If this is your current employer, when may we contact them? _____

Name of Present or Last Employer: _____
 Address: _____ Date Employed: / /
 Supervisor's Name and Title: _____ To / /
 Salary:\$ _____ Telephone: () _____
 Your Title and Duties: _____

Reason(s) for Leaving: _____

Name of Present or Last Employer: _____
 Address: _____ Date Employed: / /
 Supervisor's Name and Title: _____ To / /
 Salary:\$ _____ Telephone: () _____
 Your Title and Duties: _____

Reason(s) for Leaving: _____

**Attach additional sheets as needed*

10. If offered a position with the Village, will you also intern, volunteer or maintain employment concurrently elsewhere? Yes No

If "Yes" please identify any other concurrent employer and position(s), including self-employment:

Employer: _____ **Positions Held:** _____

Employer Address: _____

Please note that if you intend to maintain other employment while employed by the hiring agency, that agency's approval to do so may be required. Applicants should inquire about their ability to maintain other employment at the time of interview.

PROFESSIONAL REFERENCES

Name: _____ **Relationship:** _____
Address: _____ **Telephone Number:** () _____
_____ **Email Address:** _____

.....
Name: _____ **Relationship:** _____
Address: _____ **Telephone Number:** () _____
_____ **Email Address:** _____

.....
Name: _____ **Relationship:** _____
Address: _____ **Telephone Number:** () _____
_____ **Email Address:** _____

ADDITIONAL REMARKS

Additional Sheets Attached? Yes No

APPLICANT AFFIRMATION & RELEASE AUTHORIZATION

I affirm that all statements made by me on this form, including attached papers, are true, complete and correct to the best of my knowledge. I understand all statements made by me in connection with this application are subject to investigation and verification and that falsification or omission of information is cause for the revocation of offer of employment or dismissal from employment. I understand that knowingly making a false statement on this application or any attachment or supporting document is punishable as a misdemeanor pursuant to Section 210.45 of the NYS Penal Law.

I hereby authorize any former or current employer, military records center, or school to provide the Nassau County Department of Civil Service and/or the hiring authority any and all information necessary to reach an employment decision including, but not limited to, information regarding my job duties, attendance, behavior, work habits, skills, abilities, claims, liabilities, damage, and relationships with coworkers, customers or supervisors.

Signature: _____ **Date:** _____