



Town Of Cheektowaga Employment Application

Attention: Personnel Department, 3301 Broadway
Cheektowaga, New York 14227

****Please note you must be a resident of the Town of Cheektowaga****

Position Applied For _____ Today's Date _____

Job Posting Number: _____

Referral Source (Advertisement, Employee, Walk-in, Other) : _____

Name _____

LAST

FIRST

MIDDLE

Address _____

STREET

CITY, STATE

ZIP

TELEPHONE # _____ CELL # _____ E-MAIL _____

If necessary, best time to call you at home is _____ May we contact you at work? _____ Yes _____ No
If yes, work number & best time to call _____

If you are under 18 and it is required, can you furnish a work permit? _____ Yes _____ No
If no, please explain _____

Have you submitted an application here before? _____ If yes, please give dates and positions _____

Have you ever been employed here before? _____ If yes, give dates _____

Are you legally eligible for employment in this country? _____ Yes _____ No

Date available for work _____ What is your desired salary range? _____

Type of employment desired _____ Full-Time _____ Part-Time _____ Temporary _____ Seasonal _____ Educational Co-Op

Will you relocate if job requires it? _____ Yes _____ No Will you travel if job requires it? _____ Yes _____ No

Are you able to meet the attendance requirements of the position? _____ Yes _____ No

Will you work overtime if required? _____ Yes _____ No If no, please explain _____

Have you ever been bonded? _____ Yes _____ No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? _____ Yes _____ No

If yes, please provide date(s) and details _____

Answering yes to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Driver's license number if driving is an essential job function _____ State _____

EDUCATIONAL HISTORY

List the last three (3) schools attended, starting with most recent first.

SCHOOL	NUMBER OF YEARS COMPLETED	DEGREE OR DIPLOMA	GPA CLASS RANK	MAJOR

REFERENCES

List name and telephone number of three (3) business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

NAME	TELEPHONE	NUMBER OF YEARS KNOWN

EMPLOYMENT HISTORY

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment.

Employer _____ Address _____ Telephone # _____

Dates Employed:

From _____ To _____

Summarize the type of work performed/job responsibilities: _____

Reason for Leaving :

May we contact for a reference? _____ Yes _____ No _____ Later _____

Employer _____ Address _____ Telephone # _____

Dates Employed:

Reason for Leaving :

May we contact for a reference? _____ Yes _____ No _____ Later _____

Employer _____ Address _____ Telephone # _____

Starting Job Title/Final Job Title **Immediate Supervisor and Title**

Dates Employed:

From _____ To _____

Reason for Leaving :

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct. I understand that any information provided by me that is found to be false or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application or immediately discharge me from the employer's service, whenever it is discovered. I expressly authorize, without reservation, the employer and its representatives, employees and agents to contact and obtain information from all references provided by me on this application. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me. I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Signature of Applicant _____ Date _____