

Print or type neatly
using blue or black ink

East Greenbush Department for Community and Recreation
Application for Employment

Date of
Application: _____ / _____ / _____

Date of Birth: _____ Last Name: _____ First Name: _____ Soc. Sec. Number: _____ - _____ - _____

This application for employment must be made out and signed personally, by the applicant. EACH QUESTION MUST BE FULLY ANSWERED, INCLUDING ALL INFORMATION ON THE BACK OF THIS FORM. If the answer to a question is 'no' or 'none' please indicate, as it will not affect your possibility for employment.

Address: _____ Cell No.: _____ - _____
House or Apt. No. and Street City/Town Zip Code

Emergency contact information: _____
Last Name First Name Address Phone No. Relationship

Have you ever been convicted of a felony: Yes No Email Address: _____ Have you ever worked for the Town of E.G.: Yes No

What position did you hold? _____ What was your immediate supervisor's name? _____ What year did you start? _____ Position desired: Director/Asst Director Office Help Counselor Anything Lifeguard

Please indicate highest education level completed: *If Still in High School Leave Blank*
High School Associate Degree Bachelor's Degree Master's Degree Date available to start working: _____ / _____ / _____ What interested you in working for the Town? _____

List names of relatives employed by the Town of E.G.: _____ If Still in High School Highest grade level Completed 9th 10th 11th Name of High School: _____

Location: _____ Anticipated graduation date: _____ Degree obtained: _____ Name of College/University: _____
(High School) (High School) (High School)

Location: _____ Anticipated graduation date: _____ Degree obtained: _____ Have you received any awards: _____
(College) (College) (College) (High School or College)

Please list information in all areas that apply:
Clubs and organizations: _____ Hobbies and areas of special interest: _____ Sports and extracurricular activities: _____ Volunteer/community service work: _____

I have never worked before

Employment History

Dates:		1. Name of business	1. Department	Describe responsibilities	Reason for leaving	Telephone No.
Mo.	Year	2. Address of employer	2. Name of direct supervisor			
From:		1.	1.			
To:		2.	2.			
From:		1.	1.			
To:		2.	2.			
From:		1.	1.			
To:		2.	2.			

References: Please give three contacts, NOT RELATIVES, who have known you for at least two years. YOU MUST INCLUDE ALL CONTACT INFORMATION. This is especially important if you have never worked before.

Time Off Request:

The Town of East Greenbush has a five-and-a-half-week summer camp this year, from July 1-August 9th. MINIMAL time off requests can be discussed during the interview. List any time off requests/needs below:

Name:	Complete Address:	Telephone Number	Years you have known this person

I attest, under penalty of perjury, that to the best of my knowledge the information provided is true and correct.

Applicants

Signature: X _____

Date: / / _____

New applicants only: Please attach copies of the following to this application: Working Papers (16 & 17 year-olds), Birth Certificate, Driver's License, School I.D., or Sheriff's I.D.

Mail completed application to:

Town of East Greenbush
 225 Columbia Turnpike., Rensselaer, N.Y. 12144
 ATTN: Community and Recreation Department

All applications must be received by March 8, 2024

Office Use Only

Date received: / /