

EDUCATIONAL BACKGROUND

School Attended	Name & Location	Major/Minor	*Did you graduate?	Diploma/Degree
High School				
College/ Technical Schools				

*If not graduated, why did you leave school? _____

SKILLS/ACTIVITIES

List membership in professional, trade, school, and community organizations, including offices held:

You may exclude membership which would reveal race, color, religion, gender, national origin, disability, or other protected status.

Summarize job-related skills, apprenticeships, qualifications acquired from other employment: _____

Describe any job-related training received in the United States Military: _____

Describe any specialized training, skills, and extracurricular activities: _____

Indicate any foreign languages you can speak, read, and/or write: _____

State any other information you feel may be helpful to us in considering your application: _____

EMPLOYMENT HISTORY:

List your most recent employment first.

Employer: _____ **Phone:** _____

Address: _____

Supervisor: _____ **May we contact?** Yes No

Title/Job Responsibilities: _____

Dates Employed (Mo. & Yr.): _____ to _____

Reason for leaving _____

Employer: _____ **Phone:** _____

Address: _____

Supervisor: _____ **May we contact?** Yes No

Title/Job Responsibilities: _____

Dates Employed (Mo. & Yr.): _____ to _____

Reason for leaving _____

Employer: _____ **Phone:** _____

Address: _____

Supervisor: _____ **May we contact?** Yes No

Title/Job Responsibilities: _____

Dates Employed (Mo. & Yr.): _____ to _____

Reason for leaving _____

Employer: _____ **Phone:** _____

Address: _____

Supervisor: _____ **May we contact?** Yes No

Title/Job Responsibilities: _____

Dates Employed (Mo. & Yr.): _____ to _____

Reason for leaving _____

REFERENCES

List any friend or relative currently working for the Town of Guilderland:

Name Relationship Position, if known

List personal references, no former employers or relatives:

Name Address Phone

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed one year.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship will not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may be considered sufficient cause for dismissal. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant _____ Date _____

+++++FOR OFFICE USE ONLY+++++

Date Application Received _____

Interview Date _____

Notes _____