

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: \_\_\_\_\_ Home Phone 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 If yes, please explain: \_\_\_\_\_ 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.

**Vacation / Time Off Request: (Please read & list below)**

List availability including: start and end dates, mid season conflicts, and vacations. The Town of East Greenbush has a six week summer program. If you cannot be available for the FULL SIX WEEKS, please inform us as soon as possible as it may affect your job placement.

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 April 5th!!!!**

Office Use Only  
Date received: / /