

EMPLOYMENT APPLICATION

INCORPORATED VILLAGE OF FREEPORT

Human Resources Department
 46 No. Ocean Avenue
 Freeport, NY 11520
 www.freeportny.gov

OFFICE USE ONLY
Applicant _____
Application given by _____
Interviewed by _____
Rating _____
Remarks:

PLEASE PRINT – All questions must be answered – Incomplete applications will NOT be accepted

Name: _____ Date: _____

Address: _____ Town: _____

Note: Must be a current Freeport resident to be eligible for employment – proof of residency must be submitted

How long at this address: _____ Phone#: _____ Soc. Sec. #: _____

Last previous address: _____ Town: _____ How long: _____

Are you over 18 years of age? _____ Are you a US Citizen? _____

Who referred you to us? _____

Military Service: _____ Dates: _____ to _____

Branch: _____ Type of Discharge: _____

Exempt Fireman? _____ If yes, attach certificate _____

Driver's License? _____ Driver's Identification # _____ License Class# _____

Position applied for: _____ Min. Sal. _____

(1st Choice)

(2nd Choice)

How soon available, accepted? _____

State months, days and hours preferred: _____

RECORD OF EMPLOYMENT

(PUT PRESENT OR LAST EMPLOYER FIRST)

DATES	FROM	TO	NAME AND ADDRESS OF EMPLOYER	POSITION	STARTING SALARY	ENDING SALARY	REASON FOR LEAVING

(PLEASE SEE OTHER SIDE)

RECORD OF EDUCATION	NAME & LOCATION OF SCHOOL ATTENDED	GRADUATE? (YES/NO)	TYPE OF DEGREE EARNED
MIDDLE SCHOOL			
HIGH SCHOOL			
COLLEGE			
OTHER			

REFERENCES – (DO NOT LIST FORMER EMPLOYERS OR RELATIVES)

NAME	ADDRESS & TELEPHONE	POSITION & RELATIONSHIP

If “YES” to any of the questions below, please explain in the space provided:

Do you object to the Village of Freeport making an inquiry about your character and qualifications from your present employer? Yes No

Have you ever had a drivers license suspended or revoked? Yes No

Have you received any summons for traffic violations within the past three years? Yes No

Except for traffic offenses, have you ever been convicted of any violation, misdemeanor, or felony? Yes No

Are there any criminal charges pending against you at this time? Yes No

Were you ever dismissed from employment for reasons other than reduction in staff? Yes No

IF YES to any of the above questions, please explain: _____

Do you possess any status under Nassau County Civil Service? _____

Have you worked for the Village of Freeport before? _____ If yes, when? _____

What machines do you operate (including office)? _____

Have you ever been bonded? _____ Has a bond ever been refused to you? _____

List any relatives employed by the Village of Freeport: _____

IF HIRED, I UNDERSTAND THAT MY APPOINTMENT WILL BE PROBATIONARY AND WILL ALSO BE SUBJECT TO APPROVAL BY THE NASSAU COUNTY CIVIL SERVICE COMMISSION. I CERTIFY THAT ALL OF THE INFORMATION I HAVE GIVEN IS TRUE AND CORRECT, TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF APPLICANT

DO NOT WRITE BELOW LINE - OFFICE USE ONLY

DEPARTMENT HEAD'S RECOMMENDATION _____

REQUESTED START DATE: _____

May be subject to Civil Service approval

Job Title _____ Grade & Year _____ Salary _____

MAYOR'S APPROVAL _____



Incorporated Village of Freeport