



600 South Bay Road
North Syracuse, NY 13212

Employment Application

Date _____

Please read these instructions carefully.

To be considered an applicant to the Village of North Syracuse, you must complete all parts of this application and sign the Applicant statement. Incomplete applications will not be considered. Please use additional sheets of paper if necessary to provide all the requested information. You may attach a resume; however, this application must still be completed. If you need help filling out this application, or for any phase of the employment process, please let us know, and every reasonable effort will be made to accommodate your needs.

All qualified applicants will receive consideration without regard to race, color, creed, religion, gender, national origin, age, disability, marital status, veteran status, sexual orientation, or any other basis upon which discrimination is prohibited by municipal, state, or federal law.

Personal Information			
Last Name	First Name	Middle Name	Primary Phone
Work Phone	Other Phone	Email	
Current Address - Street		City	State Zip Code
If hired, can you prove that you are eligible for employment in the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes		Are you over the age of 18 years? (If not you may be required to provide authorization to work.) <input type="checkbox"/> No <input type="checkbox"/> Yes	
Is there any information we would need about your name for us to be able to check your work record? If yes, explain: <input type="checkbox"/> No <input type="checkbox"/> Yes		Have you ever been convicted of a crime? If yes, explain. <input type="checkbox"/> No <input type="checkbox"/> Yes	
Position Information			
Position desired:		Have you ever applied for employment with us? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, month and year	
Please check all that you are available for: Full Time Part time Temporary Overtime Evenings Weekends Holidays		Have you been previously employed by the Village of North Syracuse? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, when? What position?	
When would you be able to start work?		Minimum acceptable starting wage: \$_____ per hour week	
What days/hours are you available to work? Are you available to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you travel if necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what percentage of the time? _____		What made you apply at the Village of North Syracuse? Employment Ad Current Employee Former Employee Employment Agency School or College Walk-in/Self Other: _____ If referred by person, list name: _____	
If driving is a requirement of the job for which you are applying: Do you have a current, valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employment History

Begin with your most current or recent position. Although a resume may be attached, you must complete this section. If you have had additional employers, please attach another sheet of paper containing the same information as asked for below.

1. Name of Employer		Location (Address, City, State, Zip)		Phone	
Date Started	Starting Wage \$ per: <input type="checkbox"/> hour <input type="checkbox"/> year		Starting Position Title		Ending/Current Position Title
Date Left	Ending/Current Wage \$ per: <input type="checkbox"/> hour <input type="checkbox"/> year		Supervisor Name & Title		Reason for Leaving
Responsibilities:			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:		

2. Name of Employer		Location (Address, City, State, Zip)		Phone	
Date Started	Starting Wage \$ per: <input type="checkbox"/> hour <input type="checkbox"/> year		Starting Position Title		Ending/Current Position Title
Date Left	Ending/Current Wage \$ per: <input type="checkbox"/> hour <input type="checkbox"/> year		Supervisor Name & Title		Reason for Leaving
Responsibilities:			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:		

3. Name of Employer		Location (Address, City, State, Zip)		Phone	
Date Started	Starting Wage \$ per: <input type="checkbox"/> hour <input type="checkbox"/> year		Starting Position Title		Ending/Current Position Title
Date Left	Ending/Current Wage \$ per: <input type="checkbox"/> hour <input type="checkbox"/> year		Supervisor Name & Title		Reason for Leaving
Responsibilities:			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:		

4. Name of Employer		Location (Address, City, State, Zip)		Phone	
Date Started	Starting Wage \$ per: <input type="checkbox"/> hour <input type="checkbox"/> year		Starting Position Title		Ending/Current Position Title
Date Left	Ending/Current Wage \$ per: <input type="checkbox"/> hour <input type="checkbox"/> year		Supervisor Name & Title		Reason for Leaving
Responsibilities:			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:		

Other History

Have you ever been fired from a position or otherwise asked to resign? ☐ No ☐ Yes If yes, please explain.

Have you had any employment that is not listed on the previous page? ☐ No ☐ Yes If yes, please explain.

Please describe any military service you had, including dates:

Education

High School	School Name & Location	Degree Earned			Course of Study
		None	Diploma	GED	
Business/Trade/ Technical		None	List:		
College		None	Associate	Bachelor	
Graduate Studies		None	Master	Other(explain)	

Training

Please describe any training you have had that would be relevant to the job for which you are applying:

Special Skills

Please list any skills, accreditations, or certifications (such as CPR, lifeguard, etc.) that you possess that are not reflected elsewhere in this application (special license and/or business certification that are relevant to the job you are applying for)

Additional Information

Please tell us anything else that may help us with our hiring decision:

References

Give name, address & telephone number of **three** professional references that are not related to you.

Name	Address, including email	Phone
1		
2		
3		

Applicant Statement

I certify that the answers given herein are true and complete to the best of my knowledge. I realize that any misrepresentation in the information submitted or any intentional withholding of essential information called for in this form may result in my immediate dismissal.

I understand that the filing of this application with the Village of North Syracuse is a preliminary step to employment. It does not obligate the Village to offer employment, or the applicant to accept employment. An offer of employment, if made, is contingent upon receiving satisfactory background and reference checks as authorized by this statement and any other attachments. I understand that if I receive a contingent offer of employment and I accept the position, I may be required to complete additional information necessary for record keeping requirements. I agree to abide by all Village policies and procedures as outlined within the Village of North Syracuse policies, memos, handbooks, and other documents.

The Village of North Syracuse maintains a drug free workplace. Applicants for certain positions will be required to submit to drug testing. In addition, employees in some job categories are subject to random drug tests. I understand that positive test results, refusal to be tested or any attempt to affect the test results or test sample will result in withdrawal of my application for employment, withdrawal of any provisional employment offer I have received from the Village of North Syracuse or termination of employment.

I authorize the Village of North Syracuse to check all references from current and previous employers and other references that may be relevant to my employment or my ability to perform the job for which I have applied. I authorize the Village of North Syracuse and/or its agents to verify any of the information furnished in this application and other background information deemed appropriate by the Village.

By signing this application, I authorize all persons, schools, and companies and law enforcement authorities and agencies to release any information concerning my background that may be relevant to evaluation of this employment application and I hereby release an such persons, schools, companies, and law enforcement authorities and agencies from any liability for damages whatsoever for issuing this information to the Village or its agents. The Village of North Syracuse will keep all such information confidential except where such information is required to be released by law, order of a court or other authority, or by any contractual agreement.

I understand and hereby acknowledge that any employment relationship with the Village of North Syracuse is at will, which means that, if I am hired, my employment with the Village is not for a fixed period of time and that I may resign at any time and the Village may terminate my employment and compensation at any time. I further agree that this at will employment relationship may not be changed by any written document or by conduct of any Village of North Syracuse employee or official.

Applicant Signature (If filing electronically, please type your name in above box.) Date

Once the Application is completely filled out you can send it by mail to the address listed above, drop it off in person or you may send it by email to the Department of which you are applying for the job.

Ed Ware-Superintendent of Public Works - dpw@northsyracuse.ny.org

William Becker-Police Chief - wbecker@northsyracuse.ny.org

Anthony Burkinshaw-Parks & Recreation Director - parksdirector@northsyracuse.ny.org

Dianne Kufel-Administration - clerktreasurer@northsyracuse.ny.org

Codes - codes@northsyracuse.ny.org