

# Employment Application - Historic Cold Spring Village

Programs, services, and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.

Date: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

## APPLICANT DATA

Position Applied For: \_\_\_\_\_

Full Name: \_\_\_\_\_  
LAST FIRST MIDDLE

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_ SSN: \_\_\_\_\_ Salary Requirement: \_\_\_\_\_

If you are 18 and we require a work permit, can you furnish one? \_\_\_\_\_ Yes \_\_\_\_\_ No

If No, please explain: \_\_\_\_\_

Have you ever worked for this organization? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, when? \_\_\_\_\_

Are you a citizen of the United States \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, are you legally allowed to work in the United States \_\_\_\_\_ Yes \_\_\_\_\_ No

Type of employment desired: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Seasonal

## EDUCATION

High School: \_\_\_\_\_ # of years completed \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No GPA: \_\_\_\_\_ Class Rank: \_\_\_\_\_

College/University: \_\_\_\_\_ Address: \_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_ Class Rank: \_\_\_\_\_

Other: \_\_\_\_\_ # of years completed \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No

Major: \_\_\_\_\_ GPA: \_\_\_\_\_ Class Rank: \_\_\_\_\_

## REFERENCES

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please list any hobbies, special interests or arts and crafts you are interested in:

---

---

---

---

---

## PREVIOUS EMPLOYMENT (begin with the most recent position)

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Position(s) Held: \_\_\_\_\_

Firm: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

Starting Salary and Title: \_\_\_\_\_ Ending Salary and Title: \_\_\_\_\_ Reason for

Leaving: \_\_\_\_\_ May we

contact this employer for a reference? \_\_\_\_\_ Yes \_\_\_\_\_ No

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Position(s) Held: \_\_\_\_\_

Firm: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_ Starting

Salary and Title: \_\_\_\_\_ Ending Salary and Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference? \_\_\_\_\_ Yes \_\_\_\_\_ No

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Position(s) Held: \_\_\_\_\_

Firm: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

Starting Salary and Title: \_\_\_\_\_ Ending Salary and Title: \_\_\_\_\_ Reason

for Leaving: \_\_\_\_\_ May we

contact this employer for a reference? \_\_\_\_\_ Yes \_\_\_\_\_ No

*I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, or medical history and other related matters as may be necessary for an employment decision. I hereby release employers, schools or persons from all liability when responding to inquiries in connection with my application.*

*In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_