#### Town of Excelsior Application for Part-Time Employment (Please Print)

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Date:

### I. Personal Information

Name: Last

First

Middle

Present Address

Permanent Address (if different than above)

Social Security Number

Telephone

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

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

- 1. Do you have any relatives who are presently (or have formerly been) employed by this company?
- 3. Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ If yes, please explain:

# **II. Educational History**

	School Name/Location / Year	s Completed / D	Degree/Diploma	
Ele	em/Jr. High:			
	gh School:			
Co	llege:			
Те	ch. Training:			
Otl	ner:			
III.	Employment Record			
1.	Company Name (Current or Most Recent B	Employer)	Position Held	
		Dates Employ	/ed:	
	Address		From	То
	Manager / Supervisor	Telephone		
	Reason For Leaving			
2.				
	Company Name		Position Held	
	Address	Dates Employ	/ed: From	То
	Manager / Supervisor	Telephone		
	Reason For Leaving			
3.	Company Name		Position Held	
		Dates Employ		
	Address		From	То
	Manager / Supervisor	Telephone		
	Reason For Leaving			

IV. References (Please do not include relatives or former employers.)

Name	Years Known
Address	Telephone
Dccupation	
Name	Years Known
Address	Telephone
Address Occupation	Telephone

## V. Work Availability

1. If your application receives favorable consideration, when will you be available to begin work? \_\_\_\_\_

2.	Are you available 24/7?	(	) Yes	(	) No
3.	Can you work on Saturday?	(	) Yes	(	) No

# VII. Agreement

It is our policy to check references as part of our hiring process. This may include contacting your former employers, as well as other business associates. We will ask a series of questions about your work experience, character, education and personality.

After reading this policy, please indicate your agreement by signing in the space provided. I have read and fully understand the foregoing and voluntarily consent to allow the Organization to check my references. Questions may be asked about my work experience, personality, personal habits and education.

Applicant Signature:	Date:
Received by:	Date: