Applicant Name  

Civil Service Job Title:  

Civil Service Job Classification  

<table>
<thead>
<tr>
<th></th>
<th>Competitive</th>
<th>Exempt</th>
<th>Non-Competitive</th>
<th>Labor</th>
</tr>
</thead>
</table>

This application is for internal use only by the Town of Eastchester and should not be filed with the Westchester County Department of Human Resources.
Please TYPE or PRINT clearly. This application must be completed and signed personally by the applicant. Each question must be answered in full. If answer is NO or NONE, indicate such. We appreciate your interest in employment with the Town of Eastchester.

We are an Equal Opportunity Employer. We consider all applications for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age, physical or mental disability, marital status, veteran status, or any other legally protected status or class. Applicants requiring a reasonable accommodation to participate in the application and/or interviewing process are encouraged to contact the Town Supervisor’s Office.

<table>
<thead>
<tr>
<th>Name (First, Middle, Last)</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Phone Number</td>
</tr>
<tr>
<td>City</td>
<td>State Zip</td>
</tr>
</tbody>
</table>

**Position Applied For**

<table>
<thead>
<tr>
<th>Salary Desired</th>
</tr>
</thead>
</table>

**Are You Available For**

| Full Time | Part Time | Temporary |

**Date Available For Work**

**How were you referred to the Town of Eastchester?**

- Newspaper
- Internet
- Civil Service Job Posting
- Walk-in
- Employee Referral
- Other

**Are you currently employed?**

- Yes
- No

**Have you ever filed an application or interviewed for employment with the Town of Eastchester?**

- Yes
- No

**Have you ever been employed with the Town of Eastchester before?**

- Yes
- No

**Are you legally eligible for employment in the United States?**

Employment eligibility verification will be required upon employment.

- Yes
- No

**If you are under 18 years of age, can you provide required proof of your eligibility to work?**

- Yes
- No
- Not Applicable

**If you have been provided with a job description for the position for which you are applying, are you able to perform the essential functions of the position with or without reasonable accommodation?**

- Yes
- No
- Not Applicable

**EDUCATIONAL BACKGROUND**

<table>
<thead>
<tr>
<th>Type of School Attended</th>
<th>Name and Location of School</th>
<th>Number of Years Completed (do not give dates)</th>
<th>Course of Study</th>
<th>Diploma or Degree Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School or Preparatory School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Computer Skills:

List certificates, licenses (*including driver license or CDL endorsement*) or professional achievements that would support your qualifications for employment:

List any additional skills, technical or professional knowledge that you feel would support your application:

If you are applying for a position which requires a Commercial Driver License, provide Driver License Number here: ______________________

List any additional skills, technical or professional knowledge that you feel would support your application:

---

**List your previous four (4) employers whether or not they seem relevant to the position for which you are applying.**

### Present or Last Employer

<table>
<thead>
<tr>
<th>Name of Employer</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>City</td>
</tr>
<tr>
<td>Address</td>
<td>State</td>
</tr>
<tr>
<td>Address</td>
<td>Zip</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment Dates (Month/Year)</th>
<th>Salary</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title of Position</th>
<th>Name and Title of Supervisor</th>
</tr>
</thead>
</table>

Description of duties, responsibilities and significant accomplishments

Reason for leaving

### Next Previous Employer

<table>
<thead>
<tr>
<th>Name of Employer</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>City</td>
</tr>
<tr>
<td>Address</td>
<td>State</td>
</tr>
<tr>
<td>Address</td>
<td>Zip</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment Dates (Month/Year)</th>
<th>Salary</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title of Position</th>
<th>Name and Title of Supervisor</th>
</tr>
</thead>
</table>

Description of duties, responsibilities and significant accomplishments

Reason for leaving

### Next Previous Employer

<table>
<thead>
<tr>
<th>Name of Employer</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>City</td>
</tr>
<tr>
<td>Address</td>
<td>State</td>
</tr>
<tr>
<td>Address</td>
<td>Zip</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment Dates (Month/Year)</th>
<th>Salary</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title of Position</th>
<th>Name and Title of Supervisor</th>
</tr>
</thead>
</table>

Description of duties, responsibilities and significant accomplishments

Reason for leaving
### Next Previous Employer

<table>
<thead>
<tr>
<th>Name of Employer</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment Dates (Month/Year)</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title of Position</th>
<th>Name and Title of Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Description of duties, responsibilities and significant accomplishments

________________________

Reason for leaving

---

### U.S. MILITARY HISTORY

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>U.S. Military Branch</th>
<th>Entry Date</th>
<th>Discharge Date</th>
<th>Training or Specialty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### References (Other than relatives or former supervisors; list three)

<table>
<thead>
<tr>
<th>Name/Occupation</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Years Known</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name/Occupation</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Years Known</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name/Occupation</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Years Known</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Conviction Record Status

Have you ever been convicted of and/or plead guilty to a felony?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Have you been convicted of and/or plead guilty to a misdemeanor within the past five years?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If you answered ‘yes’ to either question, please provide additional information such as the crime(s), date(s), court location, sentencing information, disposition of sentence, and rehabilitation completed. Please note that a ‘yes’ answer to this question does not necessarily disqualify an applicant from employment with the Town. The nature of the violation and all other appropriate circumstances will be considered. The Town reserves the right to reject individuals for employment based on job-related convictions.

<table>
<thead>
<tr>
<th>Date</th>
<th>County/State</th>
<th>Conviction/Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that the facts contained on this application are true and complete to the best of my knowledge. I understand that any misrepresentation is cause for voiding this application or termination of employment, if hired. I authorize investigation of any information provided on this application form. I also authorize investigation of my employment record and references, and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time, subject to applicable federal, state and/or local rules and regulations. For positions subject to the federal Department of Transportation regulations regarding controlled substances and alcohol use testing (Part 382), I understand that as a condition for employment with the Town of Eastchester, a pre-employment controlled substance test will be required and must be passed.

Date: ___________________ Signature of Applicant: ___________________