

The New York State Human Rights Law prohibits discrimination in employment because of age, race, creed, color, national origin, sex, disability, marital status or criminal record. Accordingly, nothing in this application form should be viewed as expressing, directly or indirectly, any limitation, specification or discrimination as to age, race, creed, color, national origin, sex, disability, marital status or criminal record in connection with employment in the municipal service of the County of Rockland.

ROCKLAND COUNTY DEPARTMENT OF PERSONNEL



APPLICATION FOR STUDENT EMPLOYMENT
FOR COUNTY OFFICES, TOWNS, VILLAGES, SCHOOL DISTRICTS,
LIBRARIES AND SPECIAL DISTRICTS

Position Title

FOR RCDP USE ONLY

Date Received _____ Approved _____

Conditional _____ Disapproved _____

It is necessary that you **ANSWER ALL QUESTIONS FULLY AND CAREFULLY**. Print in ink or use a typewriter. Attach additional sheets if necessary in order to give complete and detailed information. All statements are subject to verification.

1. Name and Residence

Last Name _____ First Name _____ Initial _____

Street Address or R.D. _____ Phone Number _____

P.O. Box # _____ Town _____ State _____ Zip _____

Email Address:

Immediate notice should be given of any change in the information above.

5A. Are you currently a U.S. Citizen? **YES** **NO**
(Citizenship is no longer a requirement for employment except for public officer positions)

B. If not, do you have the legal right to accept employment in the United States? **YES** **NO**
Please give alien registration number:

6. State your actual permanent legal residence and indicate how long you have resided there continuously, up to and including date of this application.

| | Yrs. | Mos. |
|-----------------------|------|------|
| School District _____ | | |
| Village of _____ | | |
| Town of _____ | | |
| County of _____ | | |
| State of _____ | | |

2. Social Security Number

3. Are you under 18 years of age? **YES** **NO**
Mo. Day Year

If yes, give date of birth.

4. Check appropriate box to the right of each question

A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? **YES** **NO**

B. Have you ever been convicted of any crime (felony or misdemeanor)? **YES** **NO**

C. Are you now under charges for any crime? **YES** **NO**

If you answered "Yes" to any of the questions 4A-C above, a Confidential Investigation Questionnaire will be sent to you.

NONE OF THE ABOVE CIRCUMSTANCES REPRESENTS AN AUTOMATIC BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED AND EVALUATED ON INDIVIDUAL MERITS IN RELATION TO THE DUTIES AND RESPONSIBILITIES OF THE POSITION(S) APPLIED FOR WHICH YOU ARE APPLYING.

NOTE:

When filling out your application form, check to make sure that all questions have been answered. An incomplete application may result in its disapproval. A resume may not be submitted.

THIS AFFIRMATION MUST BE COMPLETED

I affirm that the statements made on this application (including any attached papers) are true under penalties of perjury.

↓ _____ ↓
Signature of Applicant Date

State any other name you have used in education or employment

REMINDERS

1. Dates of employment should indicate month as well as year.
2. List hours per week worked.
3. Use correct Position title.
4. If license or certificate is required, it must accompany your application or be presented to the appointing authority prior to appointment.
5. Be sure you know the qualifications for your job and clearly illustrate your education and/or experience.
6. Fill out BOTH sides of application.

Do Not Write In This Column ▼

7. EDUCATION. If credit is claimed for partially completed college curriculum or correspondence course, attach a list of courses and credits or semester hours completed. Indicate how many credit hours or courses are required for graduation. Do NOT send transcripts unless required. If special courses are required, list on a separate sheet of paper.

Have you graduated from high school? **YES** **NO** If yes, give name and location of high school _____

If yes, give year graduated: _____

If no, give highest grade completed: _____ and expected date of graduation _____

| If you have a high school equivalency diploma, indicate issuing Government Authority: | | | | | | Number and/or Date of Issue: | | | |
|---|--|--|--------------|---------------------|-------------------|---------------------------------|------------------------------|-----------------|----------------|
| | Name of School and City in which located | Dates of Attendance (Month and Year) From To | Day or Night | # of Years Credited | Did You Graduate? | Type of Course or Major Subject | # of College Credits Awarded | Degree Received | Date of Degree |
| College, University Professional or Technical School | ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- |

A) Are you now enrolled as a full-time student? **YES** **NO**

B) If so, name of school _____

C) If not, were you a full-time student this past semester or quarter? **YES** **NO**

D) If yes, name of school _____

8A. License: If the job for which you are applying (including Lifeguard, Water Safety Instructor, etc.) requires a certificate or license, please complete below.

| | | | |
|-----------------------------|---------------------------|--------------------------------|------------------|
| Name of Trade or Profession | License Number | Granted by (Licensing Agency) | City or State of |
| Specialty | Date License First Issued | Registered From _____ To _____ | |

B. Do you have a valid license to operate a motor vehicle in New York State? **YES** **Class** _____ **NO**

9. DESCRIPTION OF EXPERIENCE. If ever employed by the County of Rockland or by any civil division therein (including school districts), please check this box , and give dates of employment here: _____ Describe below in detail ALL employment pertinent to the position(s) sought. You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be resolved in your favor. Include MILITARY SERVICE experience when appropriate. Relevant VOLUNTEER (unpaid) experience will be considered if verified and fully documented. If your title or duties changed materially in the course of your service in any one organization, indicate such CHANGE clearly and as a SEPARATE EMPLOYMENT (if more space is needed attach 8 1/2 " x 11" sheets of paper using same format).

| | | | |
|--|---|---------|----------------|
| Length of Employment From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____ | Firm Name | Address | City and State |
| Earnings (circle one) \$ _____ Per Wk. Mo. Yr. | Duties: describe the major tasks of the work personally performed by you, with estimate of percentage of time spent on each type of work. State size and kind of working force, if any, supervised by you and the extent of such supervision. | | |
| Type of Business | | | |
| Your Exact Title | | | |
| Name of your supervisor | | | |
| Supervisor's Title | | | |
| No. of Hours worked per week (exclusive of overtime) | | | |
| Length of Employment From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____ | Firm Name | Address | City and State |
| Earnings (circle one) \$ _____ Per Wk. Mo. Yr. | Duties: (See above) | | |
| Type of Business | | | |
| Your Exact Title | | | |
| Name of Your Supervisor | | | |
| Supervisor's Title | | | |
| No. of Hours worked per week (exclusive of overtime) | | | |

Name: _____ **Soc. Sec. #:** _____ **Position:** _____