

# Village of Rockville Centre

Attention: Human Resources

PO Box 950

Rockville Centre, NY 11571-0950



## PRE-EMPLOYMENT QUESTIONNAIRE

In compliance with Federal and State Equal Employment Opportunity Laws, qualified Applicants are considered for all positions without regard to, race, color, creed, religion, sex, (including pregnancy),sexual orientation, age, national origin, ancestry, disability, marital status, domestic partner status, citizenship status, genetic information or any other protected class as established by federal, state or local law. We will endeavor to make a reasonable accomodation to the known physical or mental limitations of a qualified applicant with a disability unless the accomodation would impose an undue hardship on the operations of the business. Please inform us if you need any assistance in completing this or any other forms or to participate in our application process.

**Instructions: Please complete this application by printing answers to each question fully.**

Position You are Applying for:	Date Available for Work:	Permanent: <input type="checkbox"/>		
	Salary Desired:	Temporary: <input type="checkbox"/>		
Personal Information: Name:	Telephone No:			
Address:	City:	State: Zip:		
		Social Security Number		
Are you legally authorized to work in the U.S.? Yes: <input type="checkbox"/> No: <input type="checkbox"/>				
Pursuant to the Immigration Reform and Control Act of 1986, all applicants who are offered employment must produce documents establishing their identity and authorization for employment in the United States. These documents must be produced no later than seventy-two (72) hours after employment commences. In addition, all new hires will be required to verify their employment authorization under oath by signing INS Form I-9.				
Were you ever employed by the Village of Rockville Centre Yes: <input type="checkbox"/> No: <input type="checkbox"/> If Yes, Complete the following:				
Employment Dates: From:	To:	Title: Dept:		
If you are under 18 years of age, do you have a work permit. Yes: <input type="checkbox"/> No: <input type="checkbox"/>				
1. Do you currently possess a valid New York State Driver's License? Yes: <input type="checkbox"/> No: <input type="checkbox"/>				
2. Have you ever been <u>convicted</u> of a criminal offense that has not been expunged, sealed, pardoned, annulled, discharged, statutorily eradicated or dismissed upon condition of probation? (You are not required to reveal any Youthful Offender adjudication)				
Yes: <input type="checkbox"/> No: <input type="checkbox"/>				
If you checked yes, please explain below. Answering "yes" will not necessarily be a bar to employment. Each record will be reviewed and considered in accordance with applicable law.				
<b>EMPLOYMENT HISTORY: (Start with most recent position first)-Attach Resume</b>				
Employer:	Describe Work Experience:			
Address	City:	State: Phone:		
Position Title:	Dates Employed (MM/YY) From: _____ To: _____			
	Reason for Leaving:			
Employer:	Describe Work Experience:			
Address	City:	State: Phone:		
Position Title:	Dates Employed (MM/YY) From: _____ To: _____			
	Reason for Leaving:			
<b>Education: (Name and Address of School)</b>	<b>From: Mo/Yr(MM/YY)</b>	<b>To: Mo/Yr(MM/YY)</b>	<b>Yr. Grad</b>	<b>Major:</b>
High School:				

College:				
Graduate School:				
Other*				

*\*Trade Schools, Professional and Military School, additional College, Technical Schools, High School Equivalency*

**Skills (trade, Secretarial):**

**Professional Licenses:**

**REFERENCES:**

List references, not relatives, who have personal knowledge of your employment/training experience and capability.

Name	Title	Company	Address	Phone Number

Do you now possess any status under Nassau County Civil Service? Yes:  No:

State Title:

Do you belong to the New York State Retirement System: Yes:  No:

if yes, give Registration Number:

Is there any additional information which you feel would help us in reviewing your application?

(Honors, Fire Dept., Community Activities, Foreign Language, etc.)

Us Military Experience: Rank: Recent Membership in National Guard

(Army, Navy, Marines, etc.)

**PLEASE READ CAREFULLY BEFORE SIGNING:** I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment. I hereby certify that the information given by me is true in all respects. I authorize the Village of Rockville Centre and it's representatives to contact my prior employers and all others for the purpose of verification of the information I have supplied and release same from any liability resulting from the information released. I authorize employers, schools and other persons named on this application to provide any information or transcripts requested. I understand employment with the Village of Rockville Centre is contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States. I expressly understand and agree that, if employed my employment, having no specified term, is based upon mutual consent and may be terminated at will, with or without cause, by either party (the Village of Rockville Centre or me) without prior notice to the other, subject to any applicable collective bargaining agreement of the requirements of the New York Civil Service Law. I understand that no representation, whether oral or written, by any representative or agent of the Village of Rockville Centre at any time, can constitute an implied or expressed contract of employment. I further understand no representative or agent of the Village of Rockville Centre has the authority to enter into an agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or ther terms or condition of employment other than in a document signed by the Village Administrator or his/her authorized representative. I certify, under penalty of perjury, that all of the above information is true and complete, and I understand that any falsification or omission of information may result in denial of employment or, if hired, may result in termination regardless of the time lapse before discovery. I understand that any hiring decision is contingent upon my successful completion of all of the Village of Rockville Centre's lawful pre-employment checks, which may include a background check. I agree to execute any consent forms necessary for the Village of Rockville Centre to conduct its lawful pre-employment checks.

Signature:

Date:

**Do Not Write Below this Line**

Interview by: Date: Hired Yes:  No:  Department:

Notes:

Position: Salary: Date Reporting to Work: