



Application

FOR EMPLOYMENT

We Consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizen status, genetic information, or any other legally protected status

Position(s) Applied For

Date of Application

Office of Job Applied: **Latham Watertown**

Division: **Buildings Bridges**

How did you hear about us?

Advertisement

Relative

Inquiry

Employment Agency

Friend

Other

Last Name

First Name

Middle Name

Address (Number, Street)

City, State, Zip Code

Telephone Number(s)

Social Security Number (Voluntary)

Best time to contact you at home

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

Yes

No

Have you ever filed an application with us before?.....

Yes

No

If yes, give date:

Have you ever been employed with us before?.....

Yes

No

If yes, give date:

Do any of your friends or relatives, other than spouse, work here?.....

Yes

No

Are you currently employed?.....

Yes

No

May we contact your present employer?.....

Yes

No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of citizenship or immigration status will be required upon employment.*

Date available for work:

Desired salary range?

Are you available to work:

Full-Time

Shift 1

Shift 2

Shift 3

Part-Time

Mornings

Afternoons

Evenings

Temporary

Indicate dates available

Are you currently on "lay-off" status and subject to recall?.....

Yes

No

Can you travel if a job requires it?.....

Yes

No



EDUCATION

	Name and Address of School	Course of Study	Numbers of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate College				
Other (specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.



EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignment and volunteer activities.
You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1. Employer **Dates Employed** **Work Performed**

		From	To	Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	To	
Job Title	Supervisor			
Reason for Leaving				

2. Employer **Dates Employed** **Work Performed**

		From	To	Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	To	
Job Title	Supervisor			
Reason for Leaving				

3. Employer **Dates Employed** **Work Performed**

		From	To	Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	To	
Job Title	Supervisor			
Reason for Leaving				

4. Employer **Dates Employed** **Work Performed**

		From	To	Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	To	
Job Title	Supervisor			
Reason for Leaving				

List professional, trade, business or civic activities and offices held.
You may exclude membership which reveal gender, race, religion, national origin, ancestry, disability or other protected status:



ADDITIONAL INFORMATION

Other Qualifications - Summarize special job-related skills and qualifications acquired from employment or other experience

Specialized Skills (Check skills/Equipment operated)	Production/Mobile Machinery (List)	Other (List)
Terminal	Spreadsheet	
PC/MAC	Word Processing	
Typewriter	Shorthand	
WPM	WPM	

State any additional information you feel may be helpful to us in considering your application

Note to Applicant: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? Yes No

REFERENCES

- Name** **Phone #**
Address
- Name** **Phone #**
Address
- Name** **Phone #**
Address

FOR PERSONAL DEPARTMENT USE ONLY

Position(s) Applied for is open: Yes No

Position(s) Considered for:

Date: