



# CITY OF RYE

## EMPLOYMENT APPLICATION

CITY OF RYE  
CITY HALL • RYE, NEW YORK 10580  
TELEPHONE (914) 967-5400

**PLEASE ANSWER ALL QUESTIONS. IF A QUESTION DOES NOT APPLY WRITE IN N/A. IF YOU REQUIRE MORE SPACE TO ANSWER ANY QUESTIONS, ATTACH A SEPARATE SHEET.**

### PERSONAL DATA

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Social Security Number \_\_\_\_\_ Email Address \_\_\_\_\_

How were you referred to the City of Rye?

\_\_\_\_\_ Agency \_\_\_\_\_ School \_\_\_\_\_ Advertisement \_\_\_\_\_ Direct Contact \_\_\_\_\_ Other \_\_\_\_\_

Name of referral source \_\_\_\_\_

Are you a citizen of the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, do you have a legal right to remain in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have papers permitting you to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

What type of a position are you applying for? \_\_\_\_\_

If offered a position, when can you start? \_\_\_\_\_

What are your salary requirements? \_\_\_\_\_

Are you currently on any Civil Service Lists? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, for what positions? \_\_\_\_\_

**EDUCATION**

Circle highest grade completed: 6 7 8 9 10 11 12 GED      College: 1 2 3 4 5

Dates Attended	Institution	Course of Study	Degree	Degree Attained (Y/N)
	High School			
	College			
	Address			
	Graduate School			
	Address			

Please indicate additional training, workshops, or certificate programs related to the position for which you are applying:

Name of Institution \_\_\_\_\_

Address \_\_\_\_\_

Dates Attended \_\_\_\_\_

Type of degree/program \_\_\_\_\_

Did you receive a degree/certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Institution \_\_\_\_\_

Address \_\_\_\_\_

Dates Attended \_\_\_\_\_

Type of degree/program \_\_\_\_\_

Did you receive a degree/certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

**EMPLOYMENT HISTORY**

List below all periods of employment, during the past five years.  
If unemployed during this period, write "unemployed" in the space headed "Firm Name", followed by the reason for such unemployment.

<b><u>FROM</u></b> <u>Mo. / Yr.</u>	<b><u>TO</u></b> <u>Mo. / Yr.</u>	<u>Firm Name</u>	<u>Address</u>	<u>City &amp; State</u>

**Description of Experience** -- Describe in detail all employment pertinent to the position sought:

1. Company \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Nature of Business \_\_\_\_\_  
Name & Title of Supervisor \_\_\_\_\_  
Telephone (\_\_\_\_\_) \_\_\_\_\_ Your title \_\_\_\_\_  
Duties Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Company \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Nature of Business \_\_\_\_\_  
Name & Title of Supervisor \_\_\_\_\_  
Telephone (\_\_\_\_\_) \_\_\_\_\_ Your title \_\_\_\_\_  
Duties Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**MILITARY RECORD**

Have you served in the United States Armed Forces? Yes \_\_\_\_\_ No \_\_\_\_\_

Which service \_\_\_\_\_ Date Entered \_\_\_\_\_

Date and type of Discharge \_\_\_\_\_

Rank \_\_\_\_\_ Serial Number \_\_\_\_\_

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**REFERENCES**

Professional and Personal (not relatives or previous employers)

	<u>Name</u>	<u>Address</u>	<u>Business</u>	<u>Years Known</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

May we contact your present employer as a reference? Yes \_\_\_\_\_ No \_\_\_\_\_

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**GENERAL INFORMATION**

Please discuss here any additional information which might qualify you for the position sought.

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**Note:** Federal and New York State Law prohibit discrimination because of race, color, creed, national origin, age, sex or disability. Under New York Civil Service Law appointments to competitive class positions not made from an appropriate eligible list, and appointments to positions in the noncompetitive class, are subject to successful completion of an appropriate examination.

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Date

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Signature