

# TOWN OF PERINTON

1350 Turk Hill Road -- Perinton, New York 14450

## APPLICATION FOR EMPLOYMENT

**AREA(S) OF INTEREST (check one or more):** Full-time \_\_\_ Part-time \_\_\_ Summer \_\_\_  
Highway Dept \_\_\_ Sewer Dept \_\_\_ Office/Clerical \_\_\_ Recreation Programs/Instructor \_\_\_ Parks Maint./Operation \_\_\_

### PERSONAL:

|                |  |       |           |
|----------------|--|-------|-----------|
| Last Name      | First Name   | M.I.  | Telephone |
| Home Address   | City   | State | Zip Code  |
| E-mail Address | Are you legally eligible to work in the United States? _____ |       |           |

Position desired \_\_\_\_\_

Some positions at the Town of Perinton require over-time, night hours and work on weekends and holidays. Apart from absence for religious observance, are you available at these times? Yes \_\_\_\_\_ No \_\_\_\_\_  
If not, what hours can you work? \_\_\_\_\_

**EMPLOYMENT/VOLUNTEER HISTORY:** List all your work experience (starting with your most recent employer). Please account for all periods of unemployment in this section. You may attach additional sheets of paper. We may contact the employers listed below unless you indicated those you do not want us to contact.

|    |  |  |
|----|--|--|
| 1. | Company Name                           | Telephone                                  |
|    | Address                                | From _____ to _____<br>Dates of employment |
|    | State job title and describe your work | Reason for leaving                         |
| 2. | Company Name                           | Telephone                                  |
|    | Address                                | From _____ to _____<br>Dates of employment |
|    | State job title and describe your work | Reason for leaving                         |
| 3. | Company Name                           | Telephone                                  |
|    | Address                                | From _____ to _____<br>Dates of employment |
|    | State job title and describe your work | Reason for leaving                         |

**EDUCATION:**

| Name of School                              | Location | # of Years Completed | Degree or Diploma Rec. |
|---|----------|----------------------|------------------------|
| High School _____                           | _____    | _____                | _____                  |
| College _____                               | _____    | _____                | _____                  |
| Other Education, Training or Certifications |          |                      |                        |
| _____                                       | _____    | _____                | _____                  |
| _____                                       | _____    | _____                | _____                  |
| _____                                       | _____    | _____                | _____                  |

**PROFESSIONAL REFERENCES:**

1. Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_
2. Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_
3. Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**Applicant's Statement**

I understand and agree that nothing in this application shall constitute an offer, a contract or a guarantee of employment for a specific period of time. If hired, I understand that my employment with the Town is on an at-will basis, which means that my employment may be terminated with or without cause and with or without notice at any time, at the will the Town or me. I further understand that no representative or agent of the Town, other than the Town Board, has the authority to enter into any agreement for employment for any specific period of time or to make an agreement contrary to the foregoing. I also understand that any agreement modifying my at-will employment status must be in writing and approved by the Town Board. I give the Town permission to contact all or any of my previous employers and references and authorize them to disclose any information the Town may request in the course of its investigation of this application for employment and I hereby release the Town and such references and prior employers from any and all liability with respect to such disclosures.

After a tentative offer of employment has been made, if requested by the Town, I agree to take a job-related medical examination at no personal expense and authorize the examining physician to disclose the findings to the Town. I understand that any offer of employment is conditioned upon receipt of satisfactory references and satisfactory completion of any such job-related medical examination. I also understand that I may be requested now or at any subsequent time during my employment with the Town to submit to drug and/or alcohol tests, at the Town's expense. I understand that if I refuse to take the test, my employment may be terminated immediately. I also understand that if a conditional offer of employment is made, the Town performs criminal background checks. A criminal conviction will not necessarily exclude me from consideration. Rather, each situation will be addressed on an individual basis, consistent with applicable law.

I have provided truthful and complete responses to all inquiries in the application and authorize the Town to investigate all statements contained in the application. I understand that the discovery of any falsification or omission constitutes a ground for immediate dismissal or refusal to hire. If employed, I will abide by the Town's rules and regulations, which I understand are subject to change by the Town.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

We appreciate your interest in the Town of Perinton. The Town offers equal opportunities to all persons without regard to race, color, religion, age, gender (including pregnancy, childbirth and related medical conditions), disability, national origin, ancestry, citizenship, military or veteran status, marital status, familial status; sexual orientation; gender identity and expression; domestic violence victim status; predisposing genetic characteristics or genetic information, or any other status protected by law. We will endeavor to make a reasonable accommodation/modification to the known physical or mental limitations of a qualified applicant with a disability to assist in the hiring process, unless the accommodation would impose an undue hardship on the operation of our business, in accordance with applicable federal state and local law. Applicants who require reasonable accommodation during the application process may contact the Town Attorney at 585-223-0770.

**Revised July 2019**