



TOWN OF IRONDEQUOIT
1280 Titus Avenue, Rochester, NY 14617

An Equal Opportunity Employer

(Applications must be completed in full even if attaching a resume. Please print.)

PERSONAL INFORMATION

Date: _____

Name _____ Email _____

Address _____ Phone _____

City _____ State _____ Zip Code _____

Position Desired _____ Full-time _____ Part-time _____ Seasonal _____

Are you currently employed? Y ☐ N ☐ If yes, may we contact your employer? Y ☐ N ☐

Are you over the age of 18? Y ☐ N ☐ If no, can you supply working papers? Y ☐ N ☐

Are you legally eligible to be employed in the United States? Y ☐ N ☐
(Proof of identity and eligibility will be required upon employment.)

Are any of your relatives currently employed with the Town? Y ☐ N ☐
If yes, please state the name of the relative and department: _____

Date available to start work: _____ How were you referred? _____

Have you ever worked for the Town before? Y ☐ N ☐

If so, When? _____ Department _____ Job Title _____

EMPLOYMENT HISTORY

Begin with your present or most recent employment, including volunteer work (use an additional sheet of paper if more space is needed).

Name of Employer:	Supervisor's Name, Title, & Telephone #:
Full Address: (Including Street, City, State, & Zip)	Dates employed: From
	Reason for leaving:
Title:	
Describe work performed:	
Name of Employer:	Supervisor's Name, Title, & Telephone #:
Full Address: (Including Street, City, State, & Zip)	Dates employed:
	Reason for leaving:
Title:	
Describe work performed:	

Name of Employer:	Supervisor's Name, Title, & Telephone #:
Full Address: (Including Street, City, State, & Zip)	Dates employed:
	Reason for leaving:
Title:	
Describe work performed:	

Summarize any special skills or qualifications that you have acquired from your employment or other experience:

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EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed				Did You Graduate?	List Diploma or Degree
High School			1	2	3	4		
College			1	2	3	4		
Other (Specify)			1	2	3	4		

REFERENCES: List 3 people who are not related to you and who are familiar with your qualifications for employment:

Name	Address	Telephone	Years Acquainted
1.			
2.			
3.			

IMPORTANT – PLEASE READ AND SIGN

I declare that the statements made in this application and any accompanying papers have been examined by me and to the best of my knowledge and belief are true and correct. Any false statements made may result in termination of employment or removal from eligibility. Applicants may be required to complete an "Authorization to Disclose and Release Personal Information and Release of Claims" form for purposes of a background investigation. I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying information to the Town, and I also release the Town from all liability that might result from making an investigation.

Date _____ Applicant's Signature _____

Diversity and Inclusion are Core Values at the Town of Irondequoit

The Town of Irondequoit strives to have employees that represent the community in which we serve. We believe that diversity and inclusion make the Town of Irondequoit better by providing a place where bringing together a variety of perspectives leads to greater innovation and success.

IT IS THE POLICY OF THE TOWN OF IRONDEQUOIT TO AFFORD EQUAL OPPORTUNITY TO ALL APPLICANTS FOR EMPLOYMENT WITHOUT REGARD TO AGE, RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, MARITAL STATUS, AND SEXUAL ORIENTATION, AND TO AFFORD EQUAL OPPORTUNITIES TO INDIVIDUALS WITH A DISABILITY, VETERANS OF THE VIETNAM ERA, AND DISABLED VETERANS IN COMPLIANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS.