



**Town of Greece**  
 1 Vince Tofany Blvd.  
 Greece, NY 14612

William D. Reilich, Supervisor

Application for Employment

The Town of Greece is an Equal Opportunity Employer

Date: \_\_\_\_\_

**FAILURE TO LEGIBLY COMPLETE THE ENTIRE APPLICATION MAY PREVENT THE TOWN FROM REVIEWING/PROCESSING YOUR APPLICATION.**

Name: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_  
                    Last                    First                    Middle

Address: \_\_\_\_\_  
                                    Street                                    City                                    State                                    Zip Code

Please note: if you are interested in full-time employment requiring a Civil Service examination, you should also apply directly to the Monroe County Civil Service Commission, 39 West Main St., Rochester, NY 14614. As vacancies occur, the Civil Service Commission will forward to the Town the names of individuals who have passed appropriate examinations and are on eligible lists.

The following information will assist the Personnel Office in reviewing applications as vacancies occur:

**TYPE OF EMPLOYMENT DESIRED:**

- FULL TIME ONLY** (year round)
- PART TIME ONLY** (15-20 hrs/week – year round)
- FULL OR PART TIME** (year round)
- SUMMER**
- SEASONAL** (Fall and/or Winter and/or Spring)
- TEMPORARY** (replacement for employees on temporary leave, usually 3-6 months)

**POSITION APPLYING FOR:** (check as many as appropriate, or complete "OTHER")

- CLERICAL/SECRETARIAL**
- RECREATION/PARKS**
- BUILDING MAINTENANCE/HOUSEKEEPING**
- LIBRARY CLERK**
- LIBRARY PAGE**
- SCHOOL CROSSING GUARD**
- PUBLIC WORKS** (Highway, Sewer, Parks)
- OTHER** \_\_\_\_\_

Are you age 18 or over?  Yes  No

If not, please indicate your age:  14-15 yrs.  16-17 yrs.

(Youth under 18 who have not completed high school must secure a work permit. These are available at school district offices.)

Do you have a NYS Driver's License?  Yes  No If yes, Class: \_\_\_\_\_ \*\*

Have you been **convicted** of a moving vehicle or traffic violation within the last seven years?  Yes  No\*

If yes explain **completely**: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been **convicted** of a crime (misdemeanor or felony)?  Yes  No\* If yes, explain **completely**:  
You may attach more documentation if you choose. **Please note: prior convictions will not automatically exclude you from employment consideration.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you the subject of any pending criminal charges?  Yes  No \*

If yes, explain **completely**: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been **subject to discipline or dismissal** from private or public employment?  Yes  No\*

If yes, explain **completely**: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you subject to any pending disciplinary action from your current employer?  Yes  No \*

If yes, explain **completely**: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*An answer of yes to any of these questions does not necessarily disqualify the applicant from consideration.**

**\*\*Not required for all positions.**

**Employment History:**

HAVE YOU EVER WORKED FOR THE TOWN OF GREECE? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, Dates: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_

Please describe in detail your previous experience, including military experience. Begin with your current or most recent employment. If you have held more than three positions, please continue on an attached sheet using the same format.

Month/Year	Name/Address of Employer	Job Title	Salary	Hrs/Week
From:				
To:				

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Month/Year	Name/Address of Employer	Job Title	Salary	Hrs/Week
From:				
To:				

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Month/Year	Name/Address of Employer	Job Title	Salary	Hrs/Week
From:				
To:				

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**U.S. Military Service:**

Branch: \_\_\_\_\_ Rank Upon Discharge: \_\_\_\_\_

Nature of Discharge: \_\_\_\_\_

**Education:**

	Name and Location of School	Number of Years Attended	Degree/Major
High School			
College, Trade, or Business School			
Graduate School			

Are you related to anyone who is currently employed by the Town of Greece?  Yes  No \*

If yes, please state name and relationship: \_\_\_\_\_

**Reference:**

Please provide the names of three persons, **NOT related to you**, at least one of which is a former employer.

	<u>Name</u>	<u>Address and Phone</u>	<u>Business/Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Proof of employment eligibility will be required upon employment.

I certify that the information set forth on this application is true and complete. I authorize the Town of Greece to make inquiries and verify information, as may be necessary to arrive at an employment decision. This may include verification and inquiries into my personal, employment or educational history, from whatever source and method. This inquiry includes but is not limited to verification and inquiries into the information set forth in my original application or any amendments thereto, attendance and performance records from school and prior employment, of my school records and transcripts, employment and school records relating to any disciplinary action or termination of employment, and information concerning my character, integrity, and capabilities.

I further authorize the release of criminal history information, including any supporting documents or materials, to the Town of Greece. I understand that false, misleading, or incomplete information given on this application or in any employment interview may result in disqualification from further consideration, or if employed by the Town, in discharge.

\_\_\_\_\_  
Signature
Date

THE TOWN OF GREECE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, MARITAL STATUS, RELIGION, CREED, AGE, NON-DISQUALIFYING DISABILITY, OR ANY OTHER LEGALLY PROTECTED CLASSIFICATION WHEN CONSIDERING INDIVIDUALS FOR EMPLOYMENT.

**\*An answer of yes to this question does not necessarily disqualify the applicant from consideration.**