Village of Rockville Centre

PO Box 950
Rockville Centre, NY 11570-0950

PRE-EMPLOYMENT QUESTIONAIRE

In compliance with Federal and State Equal Employment Opportunity Laws, qualified Applicants are considered for all positions without regard to age, race, color, religion, sex, national origin, marital status, sexual orientation or the presence of a non-job related disability.

Instructions: Please complete this application by printing answers to each question fully.

Position You are Applying for:	Date Available for Work: Salary Desired:	Permanent: ☐ Temporary: ☐
Personal Information: Name:	Telephone No: Social Security Number:	
Address: City:	State: Zip:	
Are you a U.S. Citizen Yes ☐ No ☐	If No, indicate type of Visa you possess and alien registration number:	
Were you ever employed by the Village of Rockville Centre: Yes:____ No:____ If Yes, Complete the following: Employment Dates: From:_____ To:_____ Title:_____ Dept:_____		
Are you 18 years of age or older? Yes:____ No:____ If no, state your Age:_____		
1. Do you currently possess a valid New York State Drivers License? Yes:____ No:____ 2. Have you ever been convicted of a crime? Yes:____ No:____ If Yes, Please Explain:		
EMPLOYMENT HISTORY: (Start with most recent position first) – Attach Resume		
Employer:	Describe Work Experience:	
Address:	City:	State: Phone:
Position Title:	Dates Employed(MM/YY) From:_____ To:_____ Reason for Leaving: Annual Salary:	
Employer:	Describe Work Experience:	
Address:	City:	State: Phone:
Position Title:	Dates Employed(MM/YY) From:_____ To:_____ Reason for Leaving: Annual Salary:	
Employer	Describe Work: Experience:	
Address:	City:	State: Phone:
Position Title:	Dates Employed(MM/YY) From:_____ To:_____ Reason for Leaving: Annual Salary:	

Education: (Name and Address of School)	**From : Mon/Yr**	**To: Mon/Yr**	**Yr Graduated**	**Major**
High School:				
College:				
Graduate School:				
Other*				

Trade Schools, Professional and Military School, additional College, Technical Schools, High School Equivalency

Skills (Trade, Secretarial):

Professional Licenses:

REFERENCES:

List References, not relatives, who have personal knowledge of your employment/training experience and capability.

Name	Title	Company	Address	Phone Number

Do you now possess any status under Nassau County Civil Service? Yes____ No____
State Title:

Do you belong to the New York State Retirement System: Yes:____ No:____
If yes, Give Registration Number:

Is there any additional information which you feel would help us in reviewing your application?
(Honors, Fire Dept, Community Activities, Foreign Language, etc)

US Military Experience: Rank: Recent Membership in National Guard
(Army, Navy, Marines, etc)

I certify that all facts set forth in my application are true and complete. You are hereby authorized to make any investigation of my personal information, education, employment history and references and to obtain a credit report, an investigative consumer report and/or to check Criminal Court records for convictions identifiable with me from any appropriate person, investigative agency or bureau. I understand that, if employed any false statement on this application shall be considered cause for termination and that employment or continued employment is dependent on receipt by the Village of Rockville Centre of satisfactory references and investigative reports.

I also understand that this employment application does not constitute a contract of employment.

Signature: Date:

Do Not Write Below this Line

Interview by: Date: Hired: Yes:____ No:____ Department

Position: Salary: Date Reporting to Work: