City of Watertown, Municipal Civil Service
245 Washington Street, Room 201B
Watertown, NY 13601
(315) 785-7733

APPLICATION FOR TEMPORARY EMPLOYMENT

_____
Title of Position

Answer all questions fully. Attach additional sheets and documents if needed to give complete information. An incomplete application may result in disapproval. **A RESUME WILL NOT BE ACCEPTED AS A SUBSTITUTE.**

PLEASE PRINT OR TYPE

1. Social Security Number _____/_____/_____

2. Full Name and Address:

Last Name First Name M.I.

Street Address

City/State/Zip

Phone Number (include area code)

Home: _____ Other: _____
Specify work, cell, etc.

REQUIRED INFORMATION (if different from above)
LEGAL ADDRESS (Not a Post Office Box #)

Street Address

City/State/Zip

3. Are you a citizen of the United States? Yes ☐ No ☐
If no, do you have the legal right to accept employment in the United States? Yes ☐ No ☐
(Non-citizens may be required to produce I-151 or I-551 Alien Registration Cards.)

4. Are you at least 18 years of age: Yes ☐ No ☐
UNDER 18 MUST SUBMIT A WORK PERMIT.

5. **Check appropriate box**:

A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? Yes ☐ No ☐

B. Did you ever resign from any employment rather than face dismissal? Yes ☐ No ☐

C. Did you ever receive a discharge from the Armed Forces of the United States which was less than "Honorable", or which was issued under other than honorable circumstances? Yes ☐ No ☐

D. Have you ever been convicted of any crime (felony or misdemeanor)? Yes ☐ No ☐

E. Have you ever forfeited a bail bond posted to answer any criminal charge (felony, misdemeanor or violation including traffic infractions)? Yes ☐ No ☐

F. Are you now under charges for any crime (felony, misdemeanor or violation including traffic infractions)? Yes ☐ No ☐

If you answered "YES" to any of the questions 5 A-F above, you must give specifics. (Attach additional page) If such explanation is insufficient, a confidential investigation supplement will be sent to you. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position(s) for which you are applying.

6. **Education:** Do you have a High School Diploma?
Yes ☐ No ☐ If no, anticipated date of graduation:_____
If yes, name of school: _____
Year graduated:_____
If you have received a GED: Issuing Authority:
_____
Date of Issue:_____

ALL STATEMENTS ARE SUBJECT TO VERIFICATION. IT IS A CRIME, PURSUANT TO SECTION 210.45 OF THE NEW YORK STATE PENAL LAW, TO KNOWINGLY MAKE A FALSE STATEMENT HEREIN. MISREPRESENTATIONS MAY CONSTITUTE CAUSE FOR DISQUALIFICATION OR SUBSEQUENT DISCHARGE FROM EMPLOYMENT.

THIS DECLARATION MUST BE COMPLETED: I declare, subject to the penalties of law, that the statements made in this application (including any accompanying papers) are true and complete to the best of my knowledge. I authorize the City of Watertown to contact school/college and former employers cited in this application or attachments in order to verify work record and/or educational credentials. I understand that acceptance of this application by the City of Watertown does not constitute or imply a commitment or willingness to offer employment to me in this or any other position.

SIGNATURE:_____ Date:_____

_____
Indicate any other surnames (last name) by which you are or have been known.

DO NOT WRITE IN SHADED AREAS – FOR CIVIL SERVICE USE ONLY

DATE RECEIVED	☐ Approved ☐ Conditional ☐ Disapproved
	Approved titles only:

Education Above High School: Name of School	Location (City/State)	Course or Major	Credits Completed Sem.Hrs.	Qtr. Hrs.	Degree Received (Circle One)	Year
_____	_____	_____	_____	_____	AAS BS/BA MA	_____

License and/or Certification:

Is this certification permanent? Yes ☐ No ☐

Skill, Trade or Profession:_____ License/Certificate#:_____

Name of Issuing Agency:_____ Valid From:_____ To:_____

Driver's License #_____ State of Issue:_____ Expiration Date:_____ Class:_____

Work Experience:

Listing your most recent job first, please describe all duties performed for all positions held. To receive credit for a job, you must complete all information requested, including job title, employer and supervisor's name and address, duties, specific dates (month/year) and hours per week. You may also attach additional sheets as necessary, but please be sure to include all information as requested on this form. **A RESUME WILL NOT BE ACCEPTED AS A SUBSTITUTE. Incomplete applications will be returned.**

Job Title:_____ Start Date: _____ (Month/Year) End Date: _____ (Month/Year) Hours/Week:_____

Employer's Name:_____ Supervisor's Name:_____

Employer's Address & Phone:_____

Duties:_____

_____

Earnings: $_____ Reason for leaving:_____

Work Experience: (Continued)

Job Title:_____ Start Date: _____ (Month/Year) End Date: _____ (Month/Year) Hours/Week:_____

Employer's Name:_____ Supervisor's Name:_____

Employer's Address & Phone:_____

Duties:_____

_____

Earnings: $_____ Reason for leaving:_____

Work Experience: (Continued)

Job Title:_____ Start Date: _____ (Month/Year) End Date: _____ (Month/Year) Hours/Week:_____

Employer's Name:_____ Supervisor's Name:_____

Employer's Address & Phone:_____

Duties:_____

_____

Earnings: $_____ Reason for leaving:_____