



For Office Use  
Date Received \_\_\_\_\_

**RETURNING  
SEASONAL  
EMPLOYEE  
APPLICATION**

**POSITION APPLYING FOR** \_\_\_\_\_  
*Please Print or Type.* **APPLICANTS UNDER 18 ARE REQUIRED TO HAVE WORKING PAPERS.**

Name \_\_\_\_\_  
Address \_\_\_\_\_

Phone (home) \_\_\_\_\_ E-mail \_\_\_\_\_  
Phone (cell) \_\_\_\_\_

Has your address changed in the past 12 months: Yes  No

If Yes, Previous address: \_\_\_\_\_

Do you possess a valid NY State Driver's License? \_\_\_\_\_ Class \_\_\_\_\_

Education: College 1 2 3 4 Degree \_\_\_\_\_ High School \_\_\_\_\_ 1 2 3 4

College/University Name: \_\_\_\_\_

**CHECK YOUR AREAS OF EXPERIENCE**

**MAINTENANCE**

- Lawn Care
- Flower Care
- Carpentry
- Other \_\_\_\_\_
- Plumbing
- Electrical
- Auto Repair
- Engine repair
- Ball Fields
- Painting

**RECREATION**

Ability to teach the following:

- Tennis
- Music
- Gymnastics
- Arts and Crafts
- Horticulture
- Dramatics
- Nature Program

**OFFICE SKILLS**

Typing (WPM) \_\_\_\_\_ Shorthand (WPM) \_\_\_\_\_ Filing \_\_\_\_\_ Word Processing \_\_\_\_\_

**LIFEGUARD** (CPR/AED and Nassau County Certification required – Copies of all Certifications must be submitted with this Application)

**CERTIFICATION**

**First Aid:** Type \_\_\_\_\_ Exp. Date \_\_\_\_\_ **CPR:** Type \_\_\_\_\_ Exp. Date \_\_\_\_\_

**AED:** Type \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Nassau County Certification** Type \_\_\_\_\_ Exp. Date \_\_\_\_\_ **WSI** Type \_\_\_\_\_ Exp. Date \_\_\_\_\_

**CPO** Type \_\_\_\_\_ Exp. Date \_\_\_\_\_ **Other** Type \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Additional Questions:**

- 1 Have you ever had a driver's license suspended or revoked? Yes  No
- 2. Have you received any summons for traffic violations within the past three years? Yes  No
- 3. Except for the above traffic offenses, have you ever been convicted of any violation, misdemeanor, or felony? Yes  No
- 4. Are there any criminal charges pending against you at this time? Yes  No
- 5. Have you ever been convicted of a felony? (A conviction will not necessarily disqualify an applicant from employment.) Yes  No . If yes, give location, date, charge and disposition of case(s) on a separate sheet and attach in envelope marked "Personal".

If you answered "YES" to any of the above questions please explain in this section (use separate paper if necessary):

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6. When are you available to start working? \_\_\_\_\_

Full-time: From \_\_\_\_\_ to \_\_\_\_\_

Part-time: From \_\_\_\_\_ to \_\_\_\_\_

7. Do you need time off during the summer? Yes  No

If yes, List dates: \_\_\_\_\_

8. What is your last day that you are available to work? \_\_\_\_\_

9. What date do classes begin at school? \_\_\_\_\_

10. Do you agree that if you are hired you will be given a set schedule for the summer? Yes  No

11. List any special qualification, experience and/or training you possess that is/are useful in the performance of the job you seek.

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Park Attendants  
Sizes:

T- Shirts Size: \_\_\_\_\_

Lifeguards Only  
Sizes:

Bathing Suit: \_\_\_\_\_

Shorts: \_\_\_\_\_

Sweat Shirt: \_\_\_\_\_

T- Shirt: \_\_\_\_\_

Sweat Pants: \_\_\_\_\_

**Opportunity Employer ALL STATEMENTS ARE SUBJECT TO VERIFICATION AND CRIMINAL RECORDS CHECK.**

**THIS AFFIRMATION MUST BE COMPLETED:** I affirm that all statements made on this application (including any attached papers) are true and complete under the penalties of perjury. (Applicants are advised that all statements made by them in connection with their application(s) for employment are subject to investigation and verification.) This application may be used for review by the prospective appointing authority as part of a background investigation. I understand withholding pertinent information or submitting false or misleading information on this application, my resume, during interviews or at any other time during the hiring process constitutes valid grounds for disqualification from further consideration for hire or immediate dismissal from employment and loss of employee benefits and privileges. I further understand and agree that the employer shall not be liable in any respect if my employment is denied or terminated.

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

**PURSUANT TO 210.45 OF THE NEW YORK STATE PENAL LAW, IT IS A CRIME PUNISHABLE AS A CLASS "A" MISDEMEANOR TO KNOWINGLY MAKE A FALSE STATEMENT HEREIN.**

**IF UNDER AGE 18, SIGNATURE OF PARENT OR GUARDIAN IS REQUIRED.**

"I have read my child's completed application form and hereby give my permission for him/her to be hired by the Village of East Hills for the purpose of Seasonal Employment. If at any time I revoke this permission, I will do so in writing to the Village Clerk at the Village of East Hills, and upon receipt by the Village Clerk of said revocation my child's employment shall be terminated".

By my signature below, I hereby give my permission for The Village of East Hills to conduct a background check on my child as a condition of Seasonal Employment with The Village of East Hills.

DATE: \_\_\_\_\_ SIGNATURE OF PARENT OR GUARDIAN: \_\_\_\_\_

**The Village of East Hills is an Equal Opportunity Employer**

**CONFIDENTIAL SUPPLEMENT  
TO EMPLOYMENT APPLICATION**

**NASSAU COUNTY CIVIL SERVICE COMMISSION  
40 MAIN STREET, HEMPSTEAD, N.Y. 11550**

Your application cannot be processed by the Civil Service Commission until this form has been received.  
All questions must be answered or application will not be processed. Complete this form and attach it to your application form (CSX-1).  
**PRINT IN INK OR TYPE** **PHOTOCOPY/FAX NOT ACCEPTABLE**

21. Name (Last, First, Initial) _____  Social Security Number: ____/____/____  22. Title of position: _____ Agency: _____  23. Date of Birth: ____/____/____ <span style="margin-left: 40px;">Month    Day    Year</span>	24. We require the following information in accordance with Federal requirements. Your confidential and voluntary reply will in no way affect your employment application.  A. <u>Race/Ethnicity:</u> 1. <input type="checkbox"/> White    2. <input type="checkbox"/> Black or African American 3. <input type="checkbox"/> Hispanic or Latino    4. <input type="checkbox"/> Asian 5. <input type="checkbox"/> Native Hawaiian or Other Pacific Islander 6. <input type="checkbox"/> American Indian or Alaska Native 7. <input type="checkbox"/> Two or More Races  B. Sex                      Male <input type="radio"/> Female <input type="radio"/>
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**25. RETIREMENT INFORMATION:** (if you answer "yes" explain under #20)  
Are you receiving retirement benefits from New York State or from any local government or jurisdiction in New York State? Yes                       No

**26. CITIZENSHIP:** (Proof of citizenship or alien status may be required)  
a) Are you a citizen of the United States? Yes                       No   
b) If you are not a citizen of the U.S., please list Alien Registration Number \_\_\_\_\_

**27. PHYSICALLY DISABLED:**  
Will you need assistance in taking physical examination?  
(Please indicate assistance required on separate sheet of paper) Yes                       No

**AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION TO THE NASSAU COUNTY CIVIL SERVICE COMMISSION**

Applicant's Name (Please Print): \_\_\_\_\_  
 Applicant's Social Security Number: \_\_\_\_\_  
 All Last Names By Which Applicant Has Been Known (Please Print): \_\_\_\_\_

I hereby authorize the release of the following records to the Nassau County Civil Service Commission: Employment; Education; Motor Vehicle; Armed Services; Credit; Criminal; Probation/Parole; Tax; Student Loan.

This authorization is given without regard to whether these records are of a public, private, or confidential nature, and I hereby waive all privileges arising out of the private or confidential nature of any of the above records.

On behalf of myself, my heirs, executors, administrators, successors, and assigns, I hereby hold harmless and release the Nassau County Civil Service Commission and the County of Nassau from all actions, causes of action, suits, damages, and claims whatsoever in law or equity which may arise as a result of collecting these records.

I understand that the Nassau County Civil Service Commission may release and disclose the records obtained pursuant to this authorization to governmental employers, agencies, departments, and the agents thereof as it relates to my background, experience, and qualifications for the position(s) of employment which I am seeking and my merit and fitness for public service, and I hereby authorize such release and disclosure.

I understand that nothing contained in this authorization shall be deemed or construed to limit or prohibit the Nassau County Civil Service Commission from obtaining information and/or documents which are a matter of public record.

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

**A PHOTOCOPY OF THIS AUTHORIZATION WILL BE VALID AS AN ORIGINAL THEREOF**

**NOTICE**

The information which is sought pursuant to this authorization is requested under the authority set forth in New York Civil Service Law §50(3), Rule 3.2 of the Rules and Regulations of the New York State Department of Civil Service, and Rule XII of the Rules of the Nassau County Civil Service Commission. This information will be maintained by the Nassau County Civil Service Commission and will be utilized to determine whether the applicant possesses the requisite background, experience, and qualifications for the position(s) he/she is seeking and his/her merit and fitness for public service. This information will be utilized in accordance with relevant State and Federal laws. Failure to provide this information may result in your being disqualified from taking the examination, or after examination, from being certified from the eligible list or appointed to the position sought.

**NOTE: SEE MEDICAL RELEASE (OVER) - REQUIRED FOR ALL NASSAU COUNTY POSITIONS**

# Fair Credit Reporting Act Candidate Notice and Disclosure

The Village of East Hills will order a consumer report and/or an investigative consumer report (background check report) on you in connection with your application for employment, or if already hired, or if you already work for the Company, we may order additional background check reports on you for employment purposes without obtaining additional consent, where permissible by law. The consumer reporting agency ("Consumer Reporting Agency") that will prepare and process the report(s) is:

ADP Screening and Selection Services  
301 Remington Street  
Fort Collins, Colorado 80524  
Telephone 800-367-5933

In the event that information from the report is utilized in part or in whole in making an adverse decision with regard to your potential employment or employment, before making the adverse action, we will provide you with a copy of the report and a description in writing of your rights under the law.

You have the right to request, in writing, within a reasonable time, that we disclose the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested, whichever is the later. To receive this information or to inspect any files concerning such a report or to determine if a report has been requested, you may contact the Company or the Consumer Reporting Agency.

The Fair Credit Reporting Act and certain state laws give you specific rights in dealing with consumer reporting agencies. You will find these rights in the attached documents.

Please be advised that we may also obtain an investigative consumer report (background check report) on you that may include information as to your character, general reputation, personal characteristics, and mode of living. By your signature below, you hereby authorize us to order consumer and/or investigative consumer reports including, but not limited to: social security number validation, criminal conviction records, employment and earnings history, education, credit, licensing and certification checks, references, military service, sex offender registry, civil cases, OIG/GSA, OFAC/Patriot Act records, any sanctions list, FBI fingerprinting, and if applicable, workers' compensation injuries, driving record, and drug testing results. The information may be obtained from private and public repositories of information, and can be disclosed to the processing agency (Consumer Reporting Agency) listed above and its agents.

I, \_\_\_\_\_, agree that a facsimile or photocopy of this form is valid just like the original form. I acknowledge receipt of this Disclosure and the attached Fair Credit Reporting Act Summary of Rights.

\_\_\_\_\_  
Please print your full name. Last First Middle

\_\_\_\_\_  
Current Address City State Zip Code

\_\_\_\_\_  
(FOR IDENTIFICATION PURPOSES ONLY) Social Security Number Date of Birth

\_\_\_\_\_  
Signature Today's Date

**GIVE COPY WITH STATE LAW NOTICES, SUMMARY OF RIGHTS AND RELEASE AUTHORIZATION DOCUMENTS TO CANDIDATE. RETAIN A COPY FOR YOUR FILES.**

**For residents of, or for jobs located in, California, Maine, Massachusetts, Minnesota, New Jersey, New York, Oklahoma and Washington, you may request a free copy of any background check report by checking the box below.**

I request a free copy of the report.

**A Summary of Your Rights  
Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you - such as if you pay your bills on time or have filed bankruptcy - to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you - such as denying an application for credit, insurance, or employment - must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs - to which it has provided the data - of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

- You can dispute inaccurate items with the source of the information. If you tell anyone - such as a creditor who reports to a CRA - that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA — usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

**For Questions or  
Concerns Regarding:**

CRAs, creditors and others not listed below

National banks, federal branches/ agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)

Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)

Federal credit unions (words "Federal Credit Union" appear in institution's name)

Banks that are state-chartered or are not Federal Reserve System members

Air, surface or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission

Activities subject to the Packers and Stockyards Act, 1921

**Please Contact:**

Federal Trade Commission  
Bureau of Consumer Protection FCRA  
Washington, DC 20580 202-326-3761

Office of the Comptroller of the Currency  
Compliance Management, MS 6-6  
Washington, DC 20219 800-613-6743

Federal Reserve Board  
Consumer & Community Affairs  
Washington, DC 20551 202-452-3693

Office of Thrift Supervision  
Consumer Programs  
Washington, DC 20552 800-842-6929

National Credit Union Administration  
1775 Duke Street  
Alexandria, VA 22314 703-518-6360

Federal Deposit Insurance Corporation  
Compliance & Consumer Affairs  
Washington, DC 20429 800-934-FDIC

Department of Transportation  
Office of Financial Management  
Washington, DC 20590 202-366-1306

Department of Agriculture  
Office of Deputy Administrator-GIPSA  
Washington, DC 20205 202-720-7051

# Candidate Release Authorization



Screening and  
Selection Services

- I. In connection with my application for employment or continued employment at The Village of East Hills, I understand that a consumer report and/or an investigative consumer report will be ordered that may include information as to my character, general reputation, personal characteristics, mode of living, work habits, performance and experience, along with reasons for termination of past employment. I understand that to the extent permitted by applicable law and as directed by company policy and consistent with the job described, the Company may be requesting information from public and private sources about me, including but not limited to: social security number validation, criminal conviction records, employment and earnings history, education, credit, licensing and certification checks, references, military service, sex offender registry, civil cases, OIG/GSA, OFAC/Patriot Act records, any sanctions list, FBI fingerprinting, and if applicable, workers' compensation injuries, driving record, drug testing results. If company policy requires and to the extent permitted by law, I am willing to submit to alcohol and/or drug testing to detect the use of alcohol or drugs prior to and during employment.
- II. Medical and workers' compensation information will only be requested in compliance with the federal Americans with Disabilities Act (ADA) and/or any other applicable state or local laws and only after a conditional job offer is made.
- III. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies. In the event that an agency or record source requires an alternative release form or additional identifying characteristics in order to release the requested information, I agree to provide the additional information and sign any additional release authorizations, if so requested by the Company.
- IV. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a Consumer Reporting Agency. If so, I will be notified and given the name and address of the agency or the source that provided the information. Applicants in Massachusetts, Minnesota, Oklahoma, New York, Maine, Washington, New Jersey and California: if you want a free copy of the report(s) ordered, check this box.  The report(s) will be sent to you by the Consumer Reporting Agency listed here: ADP Screening and Selection Services, 301 Remington Street, Fort Collins, Colorado 80524. See attached Candidate Notice and Disclosure Form for other notices.
- V. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference, insurance company or other applicable record source contacted by The Village of East Hills or its agent, to furnish the information described in Section I.
- VI. If applicable, I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer to The Village of East Hills. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released by my previous employer is limited to the following DOT-regulated items: alcohol tests with a result of 0.04 or higher, verified positive drug tests, refusals to be tested, other violations of DOT agency drug and alcohol testing regulations, information obtained from previous employers of a drug and alcohol rule violation and any documentation of completion of the return-to-duty process following a rule violation.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. I understand that this information is confidential and will not be used for any other purposes. I hereby release the employer, its agents, officials, representatives or assigned agencies, including officers, employees or related personnel, both individually and collectively and all persons, agencies, and entities providing information or reports about me from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family or associates arising out of the requests for or release of any of the above mentioned information or reports.

Please print your full name. Last                      First                      Middle

Please print other names you have used (maiden name, surname, alias name).

Current Address City                      State                      Zip Code

(FOR IDENTIFICATION PURPOSES ONLY) Social Security Number Date of Birth

A number of states, including but not limited to, AL, AR, FL, GA, IA, IL, IN, KS, MI, MN, MO, NE, NV, NH, PA, SC, TX, VA, WA, WV, and WI, require additional identifying characteristics in order to complete a criminal records search. For that purpose only, please provide the following:

Sex:  Male  Female      Race:  Asian  Black or African American  White  Hispanic or Latino  Other

Driver's License Number State Issuing License                      Name as it appears on license.

I CERTIFY THAT THE INFORMATION THAT I PROVIDED ON THIS FORM IS TRUE AND CORRECT. I UNDERSTAND THAT FALSE INFORMATION, MISREPRESENTATIONS AND OMISSIONS MAY DISQUALIFY ME FROM CONSIDERATION FOR EMPLOYMENT, OR IF I AM HIRED OR ALREADY WORK FOR THE COMPANY, THAT I MAY BE DISCIPLINED, UP TO AND INCLUDING TERMINATION.

Signature Today's Date

If required, notarize here. When using an embossed seal, please shade with a pencil before faxing.

Subscribed and sworn before me:

Notary Public Signature

Date

My Commission Expires

## STATE LAW NOTICES:

If you live in, or are seeking work for the Company in California, Maine, Massachusetts, New York, or Washington State, note:

**CALIFORNIA:** You may view the file that the Consumer Reporting Agency has for you, and order a copy of the file, upon submitting proper identification and paying copying costs, by going to the Consumer Reporting Agency's offices, during normal business hours and on reasonable notice, or by mail. You may also ask for a file summary by telephone. The Consumer Reporting Agency can answer questions about information in your file, including any coded information. If you go in person, another person can come with you, so long as that person can show proper identification.

**MAINE:** If you ask us, you have the right to know whether the Company ordered a background check report on you. You may request the name, address, and telephone number of the nearest office for the Consumer Reporting agency. We will send this information to you within five business days of our receipt of your request. You have the right to ask the Consumer Reporting Agency for the report.

**MASSACHUSETTS:** If you ask, you have the right to a copy of any background check report concerning you that the Company has ordered. You may contact the Consumer Reporting Agency for a copy.

**NEW YORK:** If you submit a written request, you have the right to know whether the Company ordered a background check on you from the Consumer Reporting Agency. You may inspect and order a copy by contacting the Consumer Reporting Agency. If you have previously been convicted of one or more criminal offenses and are denied employment, you may request that the Company provide a written statement setting forth the reasons for such denial. The Company must provide the written statement within thirty (30) days of your request.

**WASHINGTON STATE:** You have the right, upon written request made within a reasonable time frame after your receipt of this disclosure, to receive from the Company a complete and accurate disclosure of the nature and scope of any "investigative" consumer report we may have requested. You also have the right to request from the Consumer Reporting Agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act. If the Company obtains information bearing on your credit worthiness, credit standing, or credit capacity, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.