

The New York State Human Rights Law prohibits discrimination in employment because of age, race, creed, color, national origin, sex, disability, marital status or criminal record. Accordingly, nothing in this application form should be viewed as expressing, directly or indirectly, any limitation, specification or discrimination as to age, race, creed, color, national origin, sex, disability, marital status or criminal record in connection with employment in the municipal service of the County of Rockland.

**ROCKLAND COUNTY DEPARTMENT OF PERSONNEL**



**APPLICATION FOR STUDENT EMPLOYMENT**  
FOR COUNTY OFFICES, TOWNS, VILLAGES, SCHOOL DISTRICTS,  
LIBRARIES AND SPECIAL DISTRICTS

Position Title \_\_\_\_\_

**FOR RCDP USE ONLY**

Date Received \_\_\_\_\_ Approved \_\_\_\_\_

Conditional \_\_\_\_\_ Disapproved \_\_\_\_\_

It is necessary that you **ANSWER ALL QUESTIONS FULLY AND CAREFULLY**. Print in ink or use a typewriter. Attach additional sheets if necessary in order to give complete and detailed information. All statements are subject to verification.

**1. Name and Residence**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Street Address or R.D. \_\_\_\_\_ Phone Number \_\_\_\_\_

P.O. Box # \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Email Address:**

**Immediate notice should be given of any change in the information above.**

**5A.** Are you currently a U.S. Citizen? **YES**  **NO**   
(Citizenship is no longer a requirement for employment except for public officer positions)

**B.** If not, do you have the legal right to accept employment in the United States? **YES**  **NO**   
Please give alien registration number:  
\_\_\_\_\_

**6.** State your actual permanent legal residence and indicate how long you have resided there continuously, up to and including date of this application.

	Yrs.	Mos.
School District _____		
Village of _____		
Town of _____		
County of _____		
State of _____		

**2. Social Security Number**

**3.** Are you under 18 years of age? **YES**  **NO**   
Mo. Day Year

If yes, give date of birth.

**4. Check appropriate box to the right of each question**

**A.** Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? **YES**  **NO**

**B.** Have you ever been convicted of any crime (felony or misdemeanor)? **YES**  **NO**

**C.** Are you now under charges for any crime? **YES**  **NO**

**If you answered "Yes" to any of the questions 4A-C above, a Confidential Investigation Questionnaire 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) APPLIED FOR WHICH YOU ARE APPLYING.**

**NOTE:**

**When filling out your application form, check to make sure that all questions have been answered. An incomplete application may result in its disapproval. A resume may not be submitted.**

**THIS AFFIRMATION MUST BE COMPLETED**

I affirm that the statements made on this application (including any attached papers) are true under penalties of perjury.



Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**State any other name you have used in education or employment**

\_\_\_\_\_

**REMINDERS**

- Dates of employment should indicate month as well as year.
- List hours per week worked.
- Use correct Position title.
- If license or certificate is required, it must accompany your application or be presented to the appointing authority prior to appointment.
- Be sure you know the qualifications for your job and clearly illustrate your education and/or experience.
- Fill out BOTH sides of application.

**7. EDUCATION.** If credit is claimed for partially completed college curriculum or correspondence course, attach a list of courses and credits or semester hours completed. Indicate how many credit hours or courses are required for graduation. Do NOT send transcripts unless required. If special courses are required, list on a separate sheet of paper.

Have you graduated from high school? **YES**  **NO**  If yes, give name and location of high school \_\_\_\_\_

If yes, give year graduated: \_\_\_\_\_

If no, give highest grade completed: \_\_\_\_\_ and expected date of graduation \_\_\_\_\_

If you have a high school equivalency diploma, indicate issuing Government Authority:						Number and/or Date of Issue:			
Name of School and City in which located	Dates of Attendance (Month and Year) From To	Day or Night	# of Years Credited	Did You Graduate?	Type of Course or Major Subject	# of College Credits Awarded	Degree Received	Date of Degree	
College, University Professional or Technical School	-----								

- A) Are you now enrolled as a full-time student? **YES**  **NO**
- B) If so, name of school \_\_\_\_\_
- C) If not, were you a full-time student this past semester or quarter? **YES**  **NO**
- D) If yes, name of school \_\_\_\_\_

**8A. License:** If the job for which you are applying (including Lifeguard, Water Safety Instructor, etc.) requires a certificate or license, please complete below.

Name of Trade or Profession	License Number	Granted by (Licensing Agency)	City or State of
Specialty	Date License First Issued	Registered From _____ To _____	

**B.** Do you have a valid license to operate a motor vehicle in New York State? **YES**  **Class** \_\_\_\_\_ **NO**

**9. DESCRIPTION OF EXPERIENCE.** If ever employed by the County of Rockland or by any civil division therein (including school districts), please check this box , and give dates of employment here: \_\_\_\_\_

Describe below in detail ALL employment pertinent to the position(s) sought. You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be resolved in your favor. Include MILITARY SERVICE experience when appropriate. Relevant VOLUNTEER (unpaid) experience will be considered if verified and fully documented. If your title or duties changed materially in the course of your service in any one organization, indicate such CHANGE clearly and as a SEPARATE EMPLOYMENT (if more space is needed attach 8 1/2 " x 11" sheets of paper using same format).

Length of Employment From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	Firm Name	Address	City and State
Type of Business	Duties: describe the major tasks of the work personally performed by you, with estimate of percentage of time spent on each type of work. State size and kind of working force, if any, supervised by you and the extent of such supervision.		
Your Exact Title			
Name of your supervisor			
Supervisor's Title			
No. of Hours worked per week (exclusive of overtime)			
Length of Employment From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	Firm Name	Address	City and State
Type of Business	Duties: (See above)		
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
No. of Hours worked per week (exclusive of overtime)			

Name: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_ Position: \_\_\_\_\_