



Chemung County  
Buildings and Grounds Department

217 Madison Avenue • Elmira, NY 14901 • 607-737-2843

Position(s) Applied for \_\_\_\_\_

Today's Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**This application must be filled out completely and carefully and return to the above address.  
Please print in ink or type. Additional information, including a resume, although not required, may be attached.**

CHEMUNG COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Social Security #: \_\_\_\_\_ License #: \_\_\_\_\_

Local Address: \_\_\_\_\_  
(Street) (P.O. Box) (City) (State & Zip)

School Address: \_\_\_\_\_  
(Street) (P.O. Box) (City) (State & Zip)

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Cell) (Home)

Are you under 18 years of age:  Yes  No

If yes, or if minimum or maximum age limits are established for the position, enter your date of birth here.

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**If you are under the age of 18, you must provide your original working papers prior to employment.**

Provide the city, village or town, county and state of which you are an actual permanent legal resident and indicate how long you have been residing there continually, up to and including the date of this application.

NAME YEARS MONTHS

School District: \_\_\_\_\_

City/Town/Village of: \_\_\_\_\_

County of: \_\_\_\_\_ State of: \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

**Please check the appropriate box to the right of each question.**

If you answer yes to any of the following questions, you may give specifics by attaching an additional sheet to this application. If you elect not to provide specifics, however, or if such explanation is insufficient, you may be required to submit further information. None of the following 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.

- 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 other than "Honorable" or which was issued under other than honorable circumstances?  Yes  No
- D) Have you ever been convicted of a crime (felony or misdemeanor)?  Yes  No
- E) Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charges?  Yes  No
- F) Are you now under charges for any crime (felony or misdemeanor)?  Yes  No

**WORK EXPERIENCE:** List most recent position first. If you have no work experience, please list three personal references which are not relatives. **This Section must be completed including full addresses and phone numbers.**

Name and Address of Employer/Reference	Dates of Employment	Position & Duties (Include reason for leaving)
Name	to	
Address		
City/State/Zip		
Phone		Supervisor:

Name and Address of Employer/Reference	Dates of Employment	Position & Duties (Include reason for leaving)
Name	to	
Address		
City/State/Zip		
Phone		Supervisor:

Name and Address of Employer/Reference	Dates of Employment	Position & Duties (Include reason for leaving)
Name	to	
Address		
City/State/Zip		
Phone		Supervisor:

May we contact the employers, or references, listed above?  Yes  No  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Education	School	Circle Last Full Year Completed	Major
High School		9 10 11 12	
College		1 2 3 4	
Other		1 2 3 4	

THIS SECTION MUST BE COMPLETED IF APPLYING FOR A LIFEGUARD POSITION. APPLICANTS MUST BE AT LEAST 16 YEARS OF AGE BY MAY 31<sup>ST</sup>, AND HAVE CPR FOR THE PROFESSIONAL RESCUER, FIRST AID, AND LIFEGUARD CERTIFICATION.

- I will be able to begin work on \_\_\_\_\_ and can continue service until \_\_\_\_\_.
- Have you worked for Chemung County before?  Yes  No  
If yes, when? \_\_\_\_\_ where? \_\_\_\_\_
- What special swimming, boating, or diving skills can you teach? \_\_\_\_\_  
\_\_\_\_\_
- What age group do you prefer to work with?  
 4-5 years  6-7 years  8-9 years  10-12 years
- Rank in order of preference: \_\_\_\_\_ Harris Hill Pool \_\_\_\_\_ Park Station Waterfront

**What certifications do you have?**

- Lifeguarding Type: \_\_\_\_\_ Date Issued: \_\_\_\_\_
- First Aid Type: \_\_\_\_\_ Date Issued: \_\_\_\_\_
- CPR for Professionals Type: \_\_\_\_\_ Date Issued: \_\_\_\_\_
- Water Safety Instructor Type: \_\_\_\_\_ Date Issued: \_\_\_\_\_
- Small Craft Type: \_\_\_\_\_ Date Issued: \_\_\_\_\_
- Other Type: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Please provide copies of your certifications with your application.

I, \_\_\_\_\_, declare, subject to the penalties of perjury, that the statements made in this application have been examined by me and to the best of my knowledge and belief are true and correct. I understand that any omission or misstatement of material facts on this application or any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed.

I further authorize the release of any and all information about myself from any source deemed necessary prior to being considered for appointment within Chemung County. This release may include all or any one of the following: former employers, listed references, central State Registry for Child Abuse and Neglect, Chemung County Department of Social Services, Chemung County Sheriff's Department, the New York State Sex Offender Registry, the National Sex Offender Registry, the Elmira Police Department, New York State Police, and any police agency from areas of former residence. I understand that a background investigation may be made and the investigation will cover possible civil and criminal cases in which I may have been involved. Only relevant information obtained through this investigation shall be considered for employment purposes.

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Signature

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Date

APPLICATIONS WILL BE KEPT ON FILE FOR ONE (1) CALENDAR YEAR.



## County of Chemung Pre-Employment Background Information Form

### DISCLOSURE REGARDING CONSUMER REPORTS

In connection with your employment offer, including contracts for services, Chemung County may procure a consumer report from a consumer-reporting agency. Such information can include a credit report, criminal records, driving records, education records, and other information available from public sources.

**Such a consumer report will be obtained solely for employment purposes.**

This disclosure is being made in compliance with the Fair Credit Reporting Act (15 U.S.C. ss1681-1681u) and New York State Article 23-A requirements.

Print Your Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Social Security #: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_  
Other Names Used: \_\_\_\_\_  
Requesting Dept. \_\_\_\_\_

### AUTHORIZATION BY EMPLOYMENT CANDIDATE

I hereby authorize Chemung County to produce a consumer report as described above or as permitted by the Fair Credit Reporting Act. .

Signature: \_\_\_\_\_

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