



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
		9	10	11	12	
High School						
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 31ST, 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.

Signature

Date

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

Police Release

To: Chemung County Sheriff's Office
From: Chemung County Buildings and Grounds
Re: Records Check

Print Clearly:

Name: _____
(Last) (First) (Middle) (Maiden)

Date of Birth: ____ / ____ / ____

Address: _____
(Street) (P.O. Box) (City) (State & Zip)

Social Security Number: _____ - _____ - _____

I hereby authorize the Chemung County Sheriff's Office to release any criminal records pertaining to myself on file at that office.

Signature

Date

(Below to be completed by the Chemung County Sheriff's Office)

_____ The above named person has no criminal records on file at this office.

_____ The above named person has the attached records on file at this office.

Signature of Official

Title

Date

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