



The Civic Association of Smallwood NY Inc.

Box 151, Smallwood, NY 12778
smallwoodcivicassociation.org

Please complete this form using Adobe Acrobat. If you are unable to do so, please print out this form and type or print clearly.

Application for Employment

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Cell Phone: _____

Email: _____

Position applying for: _____

Do you have a valid Drivers License? YES NO If yes, are you clear to drive without restriction? YES NO

Other than a company going out of business YES NO If yes, please explain.
or being unable to fund your position, a disability or medical condition were you ever discharged from any job? _____

Have you ever been convicted of any crime? YES NO

If yes, explain: _____

Education

High School: _____ Town, State: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

Did you complete a GED? YES NO Year Received: _____

If you have not graduated or completed a GED, what grade will you have completed by June 2022? _____

Please list any undergraduate or graduate degrees from college and/or technical training _____

Qualifications

1. Do you hold any certifications from the New York State Education Department, American Red Cross, American Heart Association, or the YMCA in Health & Safety Courses? YES NO

If yes, please list certifications along with expiration date _____

Please include copies of certifications with this application.

2. Please list any special talents, skills, interests, etc. which you possess that would make you a good candidate for the position you are applying for:

3. Do you have experience managing people? YES NO

If yes, please list the job(s) and describe your responsibilities.

4. Do you have experience in the construction business? YES NO

If yes, please list the job and describe the responsibility and trades you are competent in.

5. Are you trained or have you ever worked in law enforcement or have you worked in any security related capacity? YES NO

If yes, please list any certifications, training, the job, and describe the responsibility.

6. Briefly describe any work experiences (paid or volunteer) you have had with children:

7. In the space below, please provide us with any additional information pertinent to the position you are applying for (personal strengths, school/community activities, summer or camp experiences).

References

Please list 3 references that are familiar with your character and/or your ability to perform the duties necessary for the position you are applying for. If you previously worked with the SWCA, skip to Affirmation.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Please list most recent first.

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Disclaimer and Signature

The Civic Association of Smallwood, New York, Inc. is an Equal Opportunity/Affirmative Action Employer. It is the policy of the Civic Association of Smallwood, New York, Inc. to promote equal opportunity in employment without discrimination because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information.

Affirmation:

I affirm under penalties of perjury that all statements made on this application, including any attached papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment.

Signature: _____ Date: _____
(PDF Digital Signature Accepted)

PLEASE RETURN HARDCOPY APPLICATION AND ADDITIONAL MATERIALS TO:

CIVIC ASSOCIATION: EMPLOYMENT, P.O. Box 151, Smallwood, NY 12778

OR VIA EMAIL TO: smallwoodcivic@gmail.com