



53-37 72<sup>nd</sup> Street - Maspeth, NY 11378  
Phone (718) 335-6049 Fax (718) 335-6099

### APPLICATION FOR EMPLOYMENT

#### PERSONAL INFORMATION

Full Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street City State Zip Code

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Pronoun:  She/Her  He/Him  They/Them  Prefer Not to Say  Other \_\_\_\_\_

Position Applying For:  After School Counselor  Other \_\_\_\_\_

Referred By / Heard About Position From: \_\_\_\_\_

#### EMPLOYMENT AUTHORIZATION

Are you authorized to work in the U.S.?  Yes  No

Are you 18 years of age or older?  Yes  No If Under 18, State Your Age: \_\_\_\_\_

If you are under 18, you must obtain an employment certificate, also known as working papers. This is due by the date of hire and is required by NYSDOL.

#### EDUCATION & EMPLOYMENT

o Highest Education Level:

Name of School: \_\_\_\_\_  Currently Enrolled  Graduated

(Expected) Date of Graduation: \_\_\_\_\_ Degree & Major / Career of Interest: \_\_\_\_\_

o For Current NYC Dept. of Education Employees:

What is your job title with the DOE? \_\_\_\_\_ What school are you assigned to? \_\_\_\_\_

o Most Recent Employment:

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

#### SCHEDULE OF AVAILABILITY

Available Days / Times (For A/S Counselor Applicants, Program Hours Are Approx. 2:00pm – 6:00pm):

Monday  Tuesday  Wednesday  Thursday  Friday

## PREFERRED WORK LOCATION

Select 3 School Sites You Are Interested in Working At:

It is advised that the sites you select work for your commute. Please note that site placement is at the discretion of Maspeth Town Hall, Inc.

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> PS 7<br>80-55 Cornish Avenue<br>Elmhurst, NY 11373           | <input type="checkbox"/> PS 12<br>42-00 72 <sup>nd</sup> Street<br>Woodside, NY 11377 | <input type="checkbox"/> PS 28<br>109-10 47 <sup>th</sup> Avenue<br>Corona, NY 11368                  | <input type="checkbox"/> PS/IS 49*<br>63-60 80 <sup>th</sup> Street<br>Middle Village, NY 11379 |
| <input type="checkbox"/> IS 73*<br>70-02 54 <sup>th</sup> Avenue<br>Maspeth, NY 11378 | <input type="checkbox"/> PS 110<br>43-18 97 <sup>th</sup> Place<br>Corona, NY 11368   | <input type="checkbox"/> PS/IS 119*<br>74-01 78 <sup>th</sup> Avenue<br>Glendale, NY 11385            | PS 58<br>72-24 Grand Avenue<br>Maspeth, NY 11378  |
| <input type="checkbox"/> PS 290<br>55-20 Metropolitan Avenue<br>Ridgewood, NY 11385   | <input type="checkbox"/> PS 330<br>110-08 Northern Blvd<br>Corona, NY 11368           | <input type="checkbox"/> St. Sebastian School*<br>39-76 58 <sup>th</sup> Street<br>Woodside, NY 11377 | PS 229<br>67-25 51 <sup>st</sup> Road<br>Woodside, NY 11377                                     |

\*Only candidates who are HS graduates can be placed at sites with a middle school program.

## SKILLS & ACTIVITY PREFERENCES

Language(s) Fluent in Other Than English: \_\_\_\_\_

Grade Preference:

- K     1     2     3     4     5  
 6     7     8     Special Needs

Program Activity Preference: \_\_\_\_\_

## EMERGENCY CONTACTS

Name	Relationship	Phone Number

## CERTIFICATION / AUTHORIZATION

**I understand that this application does not constitute a contract or guarantee of employment. I understand and agree that if employed, my employment will be on an at-will basis and I may be terminated by the company at any time without cause.** Furthermore, I certify that I have made true and correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application and I understand that my omission or false statements made by me on this application or any supplement to it will be sufficient grounds for failure to employ me or discharge in the event of employment. If employment is obtained under this application, I will comply with all rules and regulations of the company. I agree to be responsible for company property and equipment issued to me by the company until returned by me and to pay for property and equipment not returned.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Maspeth Town Hall, Inc. is an equal opportunity employer. We will recruit, hire, train and promote persons in all job classifications solely on the basis of their qualifications, without regard to race, color, religion, gender, sexual orientation, age, national origin, ancestry, disability, veteran status, familial status, marital status, pregnancy, genetic testing and/or information, victims of domestic violence, or arrest records in accordance with applicable state and federal laws. Maspeth Town Hall, Inc. will also strictly adhere to this policy of equal employment opportunity in all matters of human resource administration, including compensation, transfer, disciplinary actions and other personnel actions.