



53-37 72nd 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 – 5:30pm):

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
80-55 Cornish Avenue
Elmhurst, NY 11373 | <input type="checkbox"/> PS 12
42-00 72 nd Street
Woodside, NY 11377 | <input type="checkbox"/> PS 28
109-10 47 th Avenue
Corona, NY 11368 | <input type="checkbox"/> PS/IS 49*
63-60 80 th Street
Middle Village, NY 11379 | <input type="checkbox"/> PS 58
72-24 Grand Avenue
Maspeth, NY 11378 |
| <input type="checkbox"/> IS 73*
70-02 54 th Avenue
Maspeth, NY 11378 | <input type="checkbox"/> PS 110
43-18 97 th Place
Corona, NY 11368 | <input type="checkbox"/> PS/IS 119*
74-01 78 th Avenue
Glendale, NY 11385 | <input type="checkbox"/> PS 143
34-40 113 th Street
Corona, NY 11368 | <input type="checkbox"/> PS 229
67-25 51 st Road
Woodside, NY 11377 |
| <input type="checkbox"/> PS 290
55-20 Metropolitan Avenue
Ridgewood, NY 11385 | <input type="checkbox"/> PS 330
110-08 Northern Blvd
Corona, NY 11368 | <input type="checkbox"/> St. Sebastian School*
39-76 58 th Street
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
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.