

II. Update Your Personal Data Form

As stated before, we are always changing – the person who started the workshop in 2017 is probably a different person than the one reading this now. Maybe you've had some work experience. Maybe you've found new interests and skills than you had before. Maybe you have new goals.

Make sure that all these changes are included in your Personal Data Form. Having this form ready to use will help you when you complete any application – you can make sure that all information that is necessary is accurate and up-to-date. The section on *Employment History* can include self-employment activities, such as babysitting, yard work, etc. Make sure to include information about any volunteer experience that you have. Finally, *References* are important part of job applications. A reference is someone who can say that you were on time, dependable and good at completing assigned tasks. Your references can include teachers, staff from community agencies or churches, or previous employers. Do not use family members.

You can and will use all of this information when you fill out applications – on paper or in the Internet - for jobs, volunteer work, or internships. A sample of an application for a job at Playland shows what a paper application may look like. There is also an example of an online job application that you may see if you apply for a job at MacDonald's or Pet Smart. Online applications can be tricky. You usually need to create a user name and password to gain access to the application itself. Keep a record of your user name and password for each application because you may want or need to check the progress of your application.

If you have never completed an online application, you may want to try doing so. Find a website of a very big employer (like MacDonald's). You can often find applications under "Careers." Once you find the online application, you can answer the questions. You will probably see some questions that have nothing to do with your experience. For example, you may be asked to choose the statement you agree with more, like this one:

When going out, I usually let others decide where to go.

OR

I do not mind using flattery to get ahead because I believe others do the same.

There is no right or wrong answer here. Just be honest and do your best.

Note: Always have your Personal Data Form up-to-date and ready to use. Keep a copy of it in your email folder (you can send yourself an email with an attachment of the file). You will then be able to use it anytime you need it to complete an online application (thank goodness for copy and paste!) or a written application (you can use your phone to read information from your data form).

Forms included in this section:

- Personal Data Form
- Sample Job Application from Playland
- Sample Online Job Application

Personal Data Form

Name							
Mailing Address							
Telephone				Alternate Phone			
Email				Social Security Number			
Employment Desired							
Position Title:							
Days/hours available to work: Complete all that apply.							
I have no preference <input type="checkbox"/>	Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>	Saturday <input type="checkbox"/>	Sunday <input type="checkbox"/>
	Start: End:	Start: End:	Start: End:	Start: End:	Start: End:	Start: End:	Start: End:
I am seeking a summer position:							
Weekends:	Part Time:		Full Time:		Part Time or Full Time:		
Education							
Name of High School:							
School Address:	Years Completed:		Did You Graduate?:		Expected Date of Graduation:		
	1	2	3	4	Yes_____	No_____	
Name of High School:							
School Address:	Years Completed:		Did You Graduate?:		Expected Date of Graduation:		
	1	2	3	4	Yes_____	No_____	
Employment History (list current or most recent employmentfirst)							
Employer, (Name/ of Company/Organization)							
Address							
Dates Employed	From: Month/Year			To: Month/Year			
Job Title/Major Responsibilities/Skills, Knowledge and Abilities							
Supervisor/Leader			Contact? Yes No			Phone	
Reason for Leaving					Ending Salary		

Employer , (Name of Company/Organization)		
Address	From: Month/Year	To: Month/Year
Job Title/Major Responsibilities/Skills , Knowledge and Abilities		
Supervisor/Leader	Contact? Yes No	Phone
Reason for Leaving	Ending Salary	

Volunteer History

Volunteer Activity/Organization Name		
Dates Volunteered	From: Month/Year	To: Month/Year
List Responsibilities:		
Supervisor/Leader	Contact? Yes No	Phone

Volunteer Activity/Organization Name		
Dates Volunteered	From: Month/Year	To: Month/Year
List Responsibilities:		
Supervisor/Leader	Contact? Yes No	Phone

Volunteer Activity/Organization Name		
Dates Volunteered	From: Month/Year	To: Month/Year
List Responsibilities:		
Supervisor/Leader	Contact? Yes No	Phone

Other skills, knowledge, and abilities not listed above, acquired through hobbies or interests. Include other languages spoken.

References		
1. Name	Relationship	Phone/email
2. Name	Relationship	Phone/email
3. Name	Relationship	Phone/email

Application for Summer Employment 2017

EARLY RETURN OF THIS APPLICATION IS SUGGESTED.

The minimum age for employment is 16.

Complete both sides of this application and return to:

Playland Park
Playland Parkway
Rye, New York 10580
Attn: Human Resources Department

Personal Information

Last		First		Middle	Social Security #
Name:					/ /
No.	Street	Apt.	City	State	Zip
Address:					Tel. # ()
					Cell # ()
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you a Westchester County resident? <input type="checkbox"/> Yes <input type="checkbox"/> No		E-mail address:
If not, age? _____ Minimum age for hire: 16					_____

Education

	Name & Location	Attendance Dates	Course or Major	Date Degree Received/Expected
High School				
College or Business School				
Graduate or Professional School				

Certificates or Special Training:

Employment History

(Last 5 Years)

Name & Location of Employer	From Mo./Yr.	To Mo./Yr.	Type of Work or Position	Salary	Reason for Leaving

Have you worked for Westchester County Government before? ☐ Yes ☐ No Which Department: _____

Reason for leaving: _____

In addition to English, are you fluent in any other language? ☐ Yes ☐ No If yes, specify: _____

Do you have any computer skills?

☐ Yes ☐ No

If yes, please specify: _____

Keyboarding Skills?

☐ Yes ☐ No _____ WPM?

Can you operate any other equipment?

☐ Yes ☐ No

If yes, specify: _____

Place a "1" next to your 1st choice ♦ a "2" next to your 2nd choice ♦ a "3" next to your 3rd choice

- | | | |
|----------------------------------|-------------------------------|-----------------------------------|
| 1. Cashier _____ | 6. Restroom Attendant _____ | 11. EMT _____ |
| 2. Ride Operator _____ | 7. Beach/Pool Attendant _____ | 12. Management _____ |
| 3. Kiddyland Operator _____ | 8. Maintenance _____ | 13. Office Clerk _____ |
| 4. Sweeper/Garbo Attendant _____ | 9. Guest Services _____ | 14. Other (please indicate) _____ |
| 5. Ride Attendant _____ | 10. Lifeguard _____ | |

Dates available to work: from _____ to _____
Mo./Day Mo./Day

Do you have a Driver's License?

☐ Yes ☐ No Type: _____

Availability

Which months are you available to work weekends?

April ☐ Yes ☐ No **May** ☐ Yes ☐ No **June** ☐ Yes ☐ No **July** ☐ Yes ☐ No **August** ☐ Yes ☐ No

I am available to begin working every day beginning on April _____ May _____ June _____ July _____ August _____

Can you work?

Saturdays ☐ Yes ☐ No **Sundays** ☐ Yes ☐ No **Holidays** ☐ Yes ☐ No **Weekdays** ☐ Yes ☐ No **Evenings** ☐ Yes ☐ No

List hours and days you are available to work:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From (time)							
To (time)							

Where did you hear about this program/job? _____

Comments: _____

- | | | |
|--|-----|----|
| 1. WERE YOU EVER DISMISSED OR DISCHARGED FROM ANY EMPLOYMENT FOR REASONS OTHER THAN LACK OF WORK OR FUNDS? | YES | NO |
| 2. DID YOU EVER RESIGN FROM ANY EMPLOYMENT RATHER THAN FACE DISMISSAL? | YES | NO |
| 3. DID YOU EVER RECEIVE A DISCHARGE FROM THE ARMED FORCES OF THE UNITED STATES WHICH WAS OTHER THAN HONORABLE, OR WHICH WAS ISSUED FOR OTHER THAN HONORABLE CIRCUMSTANCES? | YES | NO |
| 4. HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE (FELONY OR MISDEMEANOR)? (GIVE DETAILS) | YES | NO |
| 5. HAVE YOU EVER FORFEITED A BAIL BOND POSTED TO ANSWER ANY CRIMINAL CHARGE? (GIVE DETAILS) | YES | NO |
| 6. ARE YOU NOW UNDER CHARGES FOR ANY CRIMINAL OFFENSE (FELONY OR MISDEMEANOR)? (GIVE DETAILS) | YES | NO |

IF YOU ANSWERED "YES" TO ANY QUESTIONS ABOVE, YOU MUST GIVE SPECIFICS, INCLUDING DATE, NATURE, AND CURRENT DISPOSITION. ATTACH ADDITIONAL 8 1/2 X 11 SHEET.

ALL STATEMENTS ARE SUBJECT TO VERIFICATION AND CRIMINAL RECORDS CHECK.

THIS AFFIRMATION MUST BE COMPLETED: I affirm that all statements made on this application (including any attached papers) are true under the penalties of perjury. (Applicants are advised that all statements made by them in connection with their application(s) for employment are subject to investigation and verification.) This application may be used for review by the prospective appointing authority as part of a background investigation.

PURSUANT TO 210.45 OF THE NEW YORK STATE PENAL LAW, IT IS A CRIME PUNISHABLE AS A CLASS "A" MISDEMEANOR TO KNOWINGLY MAKE A FALSE STATEMENT HEREIN.

By accepting employment with the County of Westchester, I hereby agree to submit to any and all forms of drug testing (such as urinalysis, breath and/or blood testing) as a condition of Seasonal Employment with Westchester County in accordance with Westchester County's Comprehensive Drug-Free Workplace Policy & Procedures. If applicable, if offered employment, you additionally will be subject to the Westchester County fingerprinting policy under which your appointment may be conditioned on the results of a fingerprinting investigation.

DATE: _____ **APPLICANT'S SIGNATURE:** _____

IF UNDER AGE 18, SIGNATURE OF PARENT OR GUARDIAN IS REQUIRED

"I have read my child's/ward's completed application form and hereby give my permission for him/her to be hired by Westchester County for the purpose of Seasonal Employment and I further give my permission for him/her to receive emergency medical treatment if necessary. If at any time I revoke this permission, I will do so in writing to the Westchester County Department of Human Resources, and upon receipt by the Dept. of Human Resources of said revocation my child's/ward's employment shall be terminated".

By my signature below, I hereby give my permission for _____ to submit to any and all forms of drug testing (such as urinalysis, breath, and/or blood testing) as a condition of Seasonal Employment with Westchester County in accordance with Westchester County's Comprehensive Drug-Free Workplace Policy & Procedures.

DATE: _____ **SIGNATURE of PARENT or GUARDIAN:** _____


Westchester
gov.com

ROBERT P. ASTORINO, County Executive

The County of Westchester is an Equal Opportunity Employer.

**Playland Park
Employment Verification Request**

Dear Applicant:

Please complete the following information. If you have no employment history, please complete the "Additional References" information.

Name of Individual: _____

SSN: _____

Previous Employers:

- | | | | | |
|----------|--------------|-----------------|---------------|--------------------|
| 1. _____ | _____ | _____ | _____ | _____ |
| Name | Phone Number | From
Mo./Yr. | To
Mo./Yr. | Reason for Leaving |
| | | | | |
| 2. _____ | _____ | _____ | _____ | _____ |
| Name | Phone Number | From
Mo./Yr. | To
Mo./Yr. | Reason for Leaving |

Previous School(s):

- | | | | | |
|----------|--------------|-----------------|---------------|--------------------|
| 3. _____ | _____ | _____ | _____ | _____ |
| Name | Phone Number | From
Mo./Yr. | To
Mo./Yr. | Reason for Leaving |

Additional References:

If you do not have any previous employment, please list three personal references. These references can either be from places of worship, youth groups, teachers and/or guidance counselors.

- | | | |
|----------|--------------|---------------------------|
| 1. _____ | _____ | _____ |
| Name | Phone Number | Relationship to applicant |
| | | |
| 2. _____ | _____ | _____ |
| Name | Phone Number | Relationship to applicant |
| | | |
| 2. _____ | _____ | _____ |
| Name | Phone Number | Relationship to applicant |

I, _____, hereby authorize my current or former employer, school, college and/or
(print name)
personal reference to provide Playland with information and documentation concerning my application for employment. Such information/documentation may include, but is not limited to, the information stated above.

Applicant Signature: _____ Date: _____

TO BE COMPLETED BY APPLICANT'S FORMER EMPLOYERS
This form may be copied as needed.

Playland
Human Resources Department
Playland Parkway
Rye, NY 10580
914-813-7010 (Phone)
914-813-7055 (Fax)

Name of Individual: _____

SSN: _____

Dear Employer:

Please answer the following questions regarding employment of the individual named above with your company. Kindly fill out the information and fax to the number listed above. If you require additional information, please do not hesitate to contact us. Your help is greatly appreciated.

	<u>Above</u> <u>Average</u>	<u>Below</u> <u>Average</u>	<u>Average</u>
Ability	_____	_____	_____
Attendance	_____	_____	_____
Punctuality	_____	_____	_____
Productivity	_____	_____	_____
Dates of employment	From: _____	To: _____	
Would you re-hire?	Yes _____	No _____, If no why? _____	
Reason Employment Ended:	_____		
Additional information:	_____		

Representative Name: _____

Title: _____

Representative Signature: _____

Date: _____

(HR-2007)

Sample Online Application

Personal Contact Information

Date *	<input type="text"/> (mm/dd/yyyy)
Last name *	<input type="text"/>
First name *	<input type="text"/>
Middle name	<input type="text"/>
Present address: Street *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="Select One"/>
Zip Code *	<input type="text"/>
Phone number *	<input type="text"/>
E-mail Address *	<input type="text"/>
Are you 18 years or older? *	<input type="radio"/> Yes <input type="radio"/> No
Are you legally authorized to work in the United States? *	<input type="radio"/> Yes <input type="radio"/> No
What position are you applying for?	<input type="text"/>
Enter how many hours per week you desire to work	<input type="text"/>
If hired, would you be able to start immediately? *	<input type="radio"/> Yes <input type="radio"/> No
If "No", when are you available to start?	<input type="text"/>
What is your desired salary?	<input type="text"/>
Are you employed now? *	<input type="radio"/> Yes <input type="radio"/> No
If so, may we inquire of your present employer?	<input type="radio"/> Yes <input type="radio"/> No
Have you ever applied to this company before?	<input type="radio"/> Yes <input type="radio"/> No
Where?	<input type="text"/>
When?	<input type="text"/>
Who referred you?	<input type="text"/>

* Required Field

[Next](#)

Education History

High school (name & location)	<input type="text"/>
# of years attended	<input type="text" value="Select One"/>
Did you graduate?	<input type="radio"/> Yes <input type="radio"/> No
Subjects studied	<input type="text"/>
College (name & location)	<input type="text"/>
# of years attended	<input type="text" value="Select One"/>
Did you graduate?	<input type="radio"/> Yes <input type="radio"/> No
Subjects studied	<input type="text"/>
Trade, business, or correspondence school (name & location)	<input type="text"/>
# of years attended	<input type="text" value="Select One"/>
Did you graduate?	<input type="radio"/> Yes <input type="radio"/> No
Subjects studied	<input type="text"/>
Subjects of special study or research work	<input type="text"/>
Special skills	<input type="text"/>
Activities (civic, athletic, etc.)	<input type="text"/>
U.S. Military Service (Branch and Dates)	<input type="text"/>
Rank	<input type="text"/>
Are you a U.S. Military Veteran?	<input type="radio"/> Yes <input type="radio"/> No

[Previous](#) [Next](#)

Employment History

Former employer #1 Name	<input type="text"/>
Address	<input type="text"/>
Start Date (month & year)	<input type="text"/>
End Date (month & year)	<input type="text"/>
Salary	<input type="text"/>
Position	<input type="text"/>
Reason for leaving	<input type="text"/>
Former employer #2 Name	<input type="text"/>
Address	<input type="text"/>
Start Date (month & year)	<input type="text"/>
End Date (month & year)	<input type="text"/>
Salary	<input type="text"/>
Position	<input type="text"/>
Reason for leaving	<input type="text"/>
Former employer #3 Name	<input type="text"/>
Address	<input type="text"/>
Start Date (month & year)	<input type="text"/>
End Date (month & year)	<input type="text"/>
Salary	<input type="text"/>
Position	<input type="text"/>
Reason for leaving	<input type="text"/>
Which of your past jobs did you like best?	<input type="text"/>
What did you like most about that job?	<input type="text"/>

Copy & paste your resume in the space provided:

References

Reference #1 Name	<input type="text"/>
Address	<input type="text"/>
Business	<input type="text"/>
Years acquainted	<input type="text"/>
Reference #2 Name	<input type="text"/>
Address	<input type="text"/>
Business	<input type="text"/>
Years acquainted	<input type="text"/>
Reference #3 Name	<input type="text"/>
Address	<input type="text"/>
Business	<input type="text"/>
Years acquainted	<input type="text"/>