



TOWN OF BABYLON

Department of Parks, Recreation, & Cultural Affairs

151 Phelps Lane, North Babylon, NY 11703

Office Assistant
2017

Application for Office Assistant

May 2017 - August 20, 2017
Monday - Friday
9 AM - 4:30 PM
No Vacations/Days Off
Roles & Responsibilities:
Answering phones, making copies, selling permits, assisting Parks Office with various projects/events

Name: (Last) (First) (Initial) Date of Birth

Address: (No & Street) (City) (Zip Code)

Email Address:

Home Phone: Cell Phone:

Present or Most Recent Position

Employer: Position:

Address: Phone#

Length of Service: Duties:

EDUCATION:

School Name Years Attended Degree Anticipated Graduation Date/ Year Graduated

High School

College

Other

References:

Name Address Telephone #
1.
2.
3.

Have you ever been employed by the Town? Yes No

If so, when? Position Location

I hereby affirm that the information given herein is true. Falsification will result in immediate termination.

Signature: Date: