

Employment Application

Binghamton University

Instructions: Use this Employment Application for all State positions at Binghamton University.

| | | | |
|---|--|------------------------------|-----------------------------------|
| Position | Posting Reference Number | Department | |
| Applicant Information | | | |
| Last Name | | First Name, Middle Initial | |
| Street Address | | City | |
| State | Zip/Postal Code | Home Telephone Number () | Alternate Telephone Number () |
| Type of Employment Desired <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary | | E-mail Address | |
| Are you CURRENTLY employed at Binghamton University or any other New York State Agency? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, list agency and dates. | | | |
| Have you ever been employed by Binghamton University or any other New York State Agency? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, list agency and dates. Retired? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| Have you ever been employed by The Research Foundation of SUNY? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, location and dates. | | | |
| Are you a US Citizen or national of the United States or a lawful Permanent Resident? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, state your Non-Immigrant Status. | | | |
| Are you under 18 years old? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, you are required to provide appropriate work authorization papers. | | | |
| Have you ever served in any branch of the United States Armed Forces? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, type of discharge. | | | |
| For the purposes of reviewing your application, identify if you have any relatives employed in the department for which you are applying. <input type="checkbox"/> None | | | |
| Have you ever been convicted of a felony or misdemeanor? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide date, charge, and disposition. | | | |
| Professional References | | | |
| Please provide the name, title, address and telephone numbers of three professional references we may contact: | | | |
| Name, Title | Address (City, State, Zip Code) | Telephone | Years Known |
| | | | |
| | | | |
| | | | |
| Acknowledgment & Authorization | | | |
| I hereby affirm that this application, resume/curriculum vitae, cover letter, and any and all documents submitted by me in connection with my application for employment contain no willful misrepresentations and that the information given by me is true and complete. I understand that any false statements or misleading omissions made by me in connection with my application, or in responding to any requests for information, can be sufficient grounds for my rejection as a candidate for employment or for my immediate termination and/or referral for criminal prosecution. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying documents if any) to provide any relevant information that may be needed to arrive at an employment decision. | | | |
| I agree, if employed, to abide by all rules, policies and regulations of Binghamton University. I certify that the information that I have provided is complete and accurate. | | | |
| May we contact your current employer at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, when may we contact your employer? | | | |
| Applicant's Signature | | Date | |

Binghamton University is a Drug Free Workplace

Binghamton University is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity or expression, and sexual orientation), national origin, age (40 or older), disability, veteran status, marital status, or genetic information.

Referred by Binghamton University employee (name): _____

Please continue to the next page

Applicant Name:

Employment History

List all prior work experience starting with the current or most recent employer for the past seven (7) years. Applicants may include volunteer and military service in the space provided below. This section must be completed. For additional space use Employment History Addendum.

| | | | | | |
|------------------------------|-------|-----------------------|---------------------------------------|---------------------|--------------------------------|
| FROM: | Month | Year | Current/Most Recent Employer's Name | Department/Division | Current /Most Recent Job Title |
| TO: | Month | Year | Employer's Address (City, State, Zip) | Reason for Leaving: | |
| Phone Number () | | Hours worked per week | Supervisor's Name | | |
| Brief Description of Duties: | | | | | |

| | | | | | |
|------------------------------|-------|-----------------------|---------------------------------------|---------------------|-----------|
| FROM: | Month | Year | Employer's Name | Department/Division | Job Title |
| TO: | Month | Year | Employer's Address (City, State, Zip) | Reason for Leaving: | |
| Phone Number () | | Hours worked per week | Supervisor's Name | | |
| Brief Description of Duties: | | | | | |

| | | | | | |
|------------------------------|-------|-----------------------|---------------------------------------|---------------------|-----------|
| FROM: | Month | Year | Employer's Name | Department/Division | Job Title |
| TO: | Month | Year | Employer's Address (City, State, Zip) | Reason for Leaving: | |
| Phone Number () | | Hours worked per week | Supervisor's Name | | |
| Brief Description of Duties: | | | | | |

| | | | | | |
|------------------------------|-------|-----------------------|---------------------------------------|---------------------|-----------|
| FROM: | Month | Year | Employer's Name | Department/Division | Job Title |
| TO: | Month | Year | Employer's Address (City, State, Zip) | Reason for Leaving: | |
| Phone Number () | | Hours worked per week | Supervisor's Name | | |
| Brief Description of Duties: | | | | | |

Educational History/Professional Licenses

High School/Graduate Equivalency Diploma

| | | | | |
|------|------|-------|----------|-------------------|
| Name | City | State | Zip Code | Did you Graduate? |
|------|------|-------|----------|-------------------|

College/University/Professional & Trade Schools

| | | | | | | |
|-----------|------------------|---------------|---------------|-------------|-------------------|-------------------|
| 1. | Institution Name | Degree Earned | Attended From | Attended To | Did you Graduate? | Number of Credits |
| Address | | City | | State | Zip Code | |
| 2. | Institution Name | Degree Earned | Attended From | Attended To | Did you Graduate? | Number of Credits |
| Address | | City | | State | Zip Code | |
| 3. | Institution Name | Degree Earned | Attended From | Attended To | Did you Graduate? | Number of Credits |
| Address | | City | | State | Zip Code | |

If the position for which you are applying requires a license, including New York State Driver's License, certification or other authorization to practice a trade or profession, complete the following section:

| | | | | |
|-------------------|-----------------------|------------------------|--------------------------|--------------|
| Type/Class | License Number | Expiration Date | Issuing Authority | State |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |