



APPLICATION FOR EMPLOYMENT

Affirmative Action Policy Statement

The College Association does not discriminate on the basis of race/ethnicity, color, sex, sexual orientation, religion, national origin, age, disability, marital status, or status of a Vietnam-era veteran, disabled veteran or other eligible veteran, in admission, employment, and treatment of students and employees.

(Please Print)

Date of Application \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

Name: \_\_\_\_\_
Last First Middle

Address \_\_\_\_\_
Number Street Name/PO Box City State Zip Code

Telephone \_\_\_\_\_ e-mail address \_\_\_\_\_

Are you legally eligible for employment in the United States [ ] Yes [ ] No
(If offered employment, you will be required to provide documentation to verify eligibility)

Have you ever been employed here before? [ ] Yes [ ] No

Are you currently employed? [ ] Yes [ ] No

Are you under 18 years of age? [ ] Yes [ ] No

On what date would you be available to begin employment \_\_\_\_\_

Are you available to work [ ] Full Time [ ] Part Time [ ] Temporary?

Do you hold a valid driver's license? [ ] Yes [ ] No

May we contact your present employer? [ ] Yes [ ] No

How did you hear about this opening? \_\_\_\_\_

**Education and Training**     Check if enclosing resume

Level	Name and Address of School	Dates of Attendance	Diploma or Degree Received And Year
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High School

College/University

Graduate School

Other School

List other relevant education, training and/or skills

**Employment History**

List last job(s) held beginning with your most recent employment first. Fill out completely.

Employer	Dates Employed From                      To	Title/Position
Address		
Supervisor		
Reason for Leaving		

Employer	Dates Employed From                      To	Title/Position
Address		
Supervisor		
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Employer	Dates Employed From                      To	Title/Position
Address		
Supervisor		
Reason for Leaving		

**References:**

Professional References: Provide 2 references.  
(Past employers, supervisors, co-workers, etc.)

Personal References: Provide 2 references.

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

This association provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, notify the Personnel Manager. The decision on granting reasonable accommodations will be made on a case-by-case basis. The College Association is an equal opportunity affirmative action employer committed to excellence through diversity.

The College Association reserves the right to perform a public data background check on any potential employee.

I declare that the statements made in this application (including statements made in any accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. I hereby authorize the investigation of all information contained in this application. I understand that misrepresentation or omission of facts called for may be grounds for not employing me, or termination me after employment. False statements made herein are punishable Class "A" misdemeanors pursuant to Section 210.45 of the Penal Law of the State of New York. The College Association reserves the right to pursue legal redress for false statements pursuant to the New York State Penal Law. Further, I understand that my offer of employment is contingent upon my ability to perform, with reasonable accommodation, the job for which I am hired.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**This application for employment is good for 3 months only.  
Consideration for employment after 3 months requires a  
new application.**