



EMPLOYMENT APPLICATION

PERSONAL DATA

Position for which you are applying \_\_\_\_\_ Date: \_\_\_\_\_
Name \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_
Address \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_
City/State/Zip \_\_\_\_\_ Have you ever worked for CAS?  No  Yes
If yes, please give brief description \_\_\_\_\_
List any other names (alias) you've used \_\_\_\_\_
Type of position you are seeking (check all you are willing to accept):  Permanent  Temporary  Full-Time  Part-Time

Valid driver's license?  No  Yes, Class \_\_\_\_\_ Do you have a high school diploma or GED?  Yes  No
College degree?  No  Yes...If yes, state what type of degree \_\_\_\_\_, where obtained \_\_\_\_\_, and when \_\_\_\_\_
List any certifications, other education or licenses you have: \_\_\_\_\_
Have you ever been convicted of a crime?  No  Yes If so, briefly describe \_\_\_\_\_
Where did you see our ad?  Newspaper \_\_\_\_\_  Website  Friend  Other \_\_\_\_\_

EDUCATION (List most recent first)

Table with 3 columns: Degree or Certification, Major Course(s) of Study, Institution/Date Obtained

JOB DATA (Please list most recent employer first)

Current/Last Employer \_\_\_\_\_ Dates of Service \_\_\_\_\_
Title and/or Summary of Duties \_\_\_\_\_ Rate/Hr. \$ \_\_\_\_\_
Employer \_\_\_\_\_ Dates of Service \_\_\_\_\_
Title and/or Summary of Duties \_\_\_\_\_ Rate/Hr. \$ \_\_\_\_\_
Employer \_\_\_\_\_ Dates of Service \_\_\_\_\_
Title and/or Summary of Duties \_\_\_\_\_ Rate/Hr. \$ \_\_\_\_\_

REFERENCES (Please list 2 personal and 2 professional individuals with contact info who can speak to your professional work-related habits)

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

All candidates interviewed for positions must execute the following certification as a condition of being considered for employment. Failure to submit a timely certification when requested may result in disqualification from employment consideration.

***Certification of Credentials and Qualifications***

I certify that all application materials submitted for employment consideration (i.e., letters of reference, certifications, diplomas, etc.) are true, accurate and complete representation of my credentials and qualifications. I understand that degrees offered in support of my candidacy must be issued by an institution accredited by a regional ,national, professional, or specialized accrediting body and that degrees issue outside the US must be evaluated for equivalency to U.S. degrees. Candidates to whom an offer is made will be required to verify their actual credentials by providing official transcripts prior to the start of employment, pass social security number verification, criminal history background checks and acceptable credit checks.

\_\_\_\_\_ *Initial*

***Acknowledgement of Responsibility to Obtain/Maintain Eligibility to Work in the United States***

I understand SUNY Cobleskill Auxiliary Services, Inc. employs only individuals who are lawfully eligible to work in the United States and that employment eligibility will be verified upon employment. If I do not currently have permanent eligibility to work in the U.S., I understand that it is my responsibility to obtain and/or maintain eligibility to work and that loss of eligibility to work at any future date will invalidate my employment relationship and result in concurrent separation from employment without recourse or appeal.

\_\_\_\_\_ *Initial*

***Certification or Disclosure Pertaining to Criminal Convictions***

I understand that in selected circumstances, convictions for a misdemeanor, gross misdemeanor, or felony related to the duties and responsibilities of a given position may influence consideration for employment. I certify that unless I have listed below a statement about the dates, charges, and circumstances of any such convictions, I have not been convicted of a misdemeanor, gross misdemeanor, or felony in any jurisdiction inside or outside the U.S.

\_\_\_\_\_ *Initial*

***Authorization to Verify Application Materials***

I understand that any falsification, misrepresentation, or material omission in my application materials (including this certification) or making other false or fraudulent representations in securing employment may be grounds for disqualification of my candidacy or may be grounds for termination if discovered after the date of hire.

My signature below authorizes SUNY Cobleskill Auxiliary Services, Inc. to verify all of my application materials including contacting listed references as well as validating educational and employment records, with the understanding that facsimiles or photocopies of this authorization shall be deemed as valid as the original. If submitted electronically, I acknowledge and agree that by typing my name on the signature line, I am authorizing and validating the statements above to the same degree as my original signature.

Signature of Candidate: \_\_\_\_\_

Printed Name of Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Name in which degree(s) issued (if different): \_\_\_\_\_

**Equal Opportunity Employer**

Equal Opportunity means more than equal employment opportunity, and that access to facilities and services shall be available to all people regardless of their race, color, religion, sex , national origin, age, veteran status, disability, marital status, or sexual orientation.