



# Professional Employment Application

SUNY Orange is an Affirmative Action/Equal Opportunity Employer & Educator

**Directions:**

- Type or print, using black ink or marker
- If you need additional space, attach a supplemental sheet
- Sign the completed application

## GENERAL

|  |  |  |                      |                          |
|--|--|--|----------------------|--------------------------|
| Name: (Last) (First) (Middle)  |  |  | Social Security #    | Date of Application      |
| Present Address (Street, City, State, Zip Code)                      |  |  | Phone # - Day<br>( ) | Phone # - Evening<br>( ) |
| Address where you may be contacted if different from present address |  |  | Alternate #<br>( )   | Birth Date, if under 18  |

|  |                     |            |          |            |
|--|---------------------|------------|----------|------------|
| Have you previously worked for SUNY Orange?              | Dates of Employment | Department | Position | Supervisor |
| <input type="checkbox"/> Yes <input type="checkbox"/> No |                     |            |          |            |

Are you related to anyone currently working for Suny Orange?  Yes  No

Are you currently employed?  Yes  No May we contact you at work?  Yes  No

Are you able to perform the essential functions of the position with or without accommodations?  Yes  No

Have you ever been dismissed, resigned from, entered into a settlement agreement, or otherwise left employment to avoid investigation and/or dismissal for alleged misconduct?  Yes  No

Have you ever been discharged from employment because your work or conduct was not satisfactory?  Yes  No

Did you ever receive a discharge from the Armed Forces of the United States, which was other than "Honorable"?  Yes  No

Have disciplinary proceedings ever been initiated against you pursuant to New York State Education law Section 3020-a or the disciplinary provisions of any other jurisdiction?  Yes  No

If hired, can you provide proof of citizenship or legal right to work?  Yes  No

Have you ever been convicted of any crime?  Yes  No

If you answered "yes" to any of the above, please give details and submit a copy of the court record(s) including disposition of case:

None of the circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position(s) for which you are applying.

Please note any additional information you consider significant and relevant to employment:

## POSITION

Name of position applying for \_\_\_\_\_ Source of referral \_\_\_\_\_

|                      |   |   |                       |
|----------------------|---|---|-----------------------|
| Date Available _____ | Position desired<br><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time<br><input type="checkbox"/> Temporary | Specify anticipated period of work and/or number of hours per day | Salary expected<br>\$ |
|----------------------|---|---|-----------------------|

**EMPLOYMENT RECORD***Please start with most recent employer*

|                   |                 |                             |                     |  |
|-------------------|-----------------|-----------------------------|---------------------|--|
| <i>Start Date</i> | <i>End date</i> | <i>Final Position Title</i> | <i>Final Salary</i> | <i>May we contact this employer?</i><br><input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i> |
|-------------------|-----------------|-----------------------------|---------------------|--|

|                 |                               |                           |
|-----------------|-------------------------------|---------------------------|
| <i>Employer</i> | <i>Last supervisor's name</i> | <i>Reason for Leaving</i> |
|-----------------|-------------------------------|---------------------------|

|  |                       |
|--|-----------------------|
| <i>Street address, City, State, Zip Code</i> | <i>Phone</i><br>(   ) |
|--|-----------------------|

*Description of work*

|                   |                 |                             |                     |  |
|-------------------|-----------------|-----------------------------|---------------------|--|
| <i>Start Date</i> | <i>End date</i> | <i>Final Position Title</i> | <i>Final Salary</i> | <i>May we contact this employer?</i><br><input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i> |
|-------------------|-----------------|-----------------------------|---------------------|--|

|                 |                               |                           |
|-----------------|-------------------------------|---------------------------|
| <i>Employer</i> | <i>Last supervisor's name</i> | <i>Reason for Leaving</i> |
|-----------------|-------------------------------|---------------------------|

|  |                       |
|--|-----------------------|
| <i>Street address, City, State, Zip Code</i> | <i>Phone</i><br>(   ) |
|--|-----------------------|

*Description of work*

|                   |                 |                             |                     |  |
|-------------------|-----------------|-----------------------------|---------------------|--|
| <i>Start Date</i> | <i>End date</i> | <i>Final Position Title</i> | <i>Final Salary</i> | <i>May we contact this employer?</i><br><input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i> |
|-------------------|-----------------|-----------------------------|---------------------|--|

|                 |                               |                           |
|-----------------|-------------------------------|---------------------------|
| <i>Employer</i> | <i>Last supervisor's name</i> | <i>Reason for Leaving</i> |
|-----------------|-------------------------------|---------------------------|

|  |                       |
|--|-----------------------|
| <i>Street address, City, State, Zip Code</i> | <i>Phone</i><br>(   ) |
|--|-----------------------|

*Description of work*

|                   |                 |                             |                     |  |
|-------------------|-----------------|-----------------------------|---------------------|--|
| <i>Start Date</i> | <i>End date</i> | <i>Final Position Title</i> | <i>Final Salary</i> | <i>May we contact this employer?</i><br><input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i> |
|-------------------|-----------------|-----------------------------|---------------------|--|

|                 |                               |                           |
|-----------------|-------------------------------|---------------------------|
| <i>Employer</i> | <i>Last supervisor's name</i> | <i>Reason for Leaving</i> |
|-----------------|-------------------------------|---------------------------|

|  |                       |
|--|-----------------------|
| <i>Street address, City, State, Zip Code</i> | <i>Phone</i><br>(   ) |
|--|-----------------------|

*Description of work*

|                   |                 |                             |                     |  |
|-------------------|-----------------|-----------------------------|---------------------|--|
| <i>Start Date</i> | <i>End date</i> | <i>Final Position Title</i> | <i>Final Salary</i> | <i>May we contact this employer?</i><br><input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i> |
|-------------------|-----------------|-----------------------------|---------------------|--|

|                 |                               |                           |
|-----------------|-------------------------------|---------------------------|
| <i>Employer</i> | <i>Last supervisor's name</i> | <i>Reason for Leaving</i> |
|-----------------|-------------------------------|---------------------------|

|  |                       |
|--|-----------------------|
| <i>Street address, City, State, Zip Code</i> | <i>Phone</i><br>(   ) |
|--|-----------------------|

*Description of work*

**EDUCATION RECORD**

| <i>School</i>                                     | <i>Name &amp; Location</i> | <i>Course of Study</i> | <i>Dates Attended<br/>(Month/Year)</i> | <i>Did you<br/>Graduate?</i> | <i>Degree or<br/>Diploma</i> |
|---|----------------------------|------------------------|--|------------------------------|------------------------------|
| <i>College/University<br/>or Technical School</i> |                            |                        |  |                              |                              |
| <i>College/University<br/>or Technical School</i> |                            |                        |  |                              |                              |
| <i>College/University<br/>or Technical School</i> |                            |                        |  |                              |                              |
| <i>High School<br/>last attended</i>              |                            |                        |  |                              |                              |

Please list licenses, foreign languages, computer data/word processing, office equipment, typing, shorthand or other skills and training you consider relevant to employment at SUNY Orange.

Language ability – List those you can use in your work

|  |  |  |
|--|--|--|
| English <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/><br>Speak Read Write | Other <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/><br>Speak Read Write | Other <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/><br>Speak Read Write |
|--|--|--|

List all professional organizations, associations, honors, certifications, professional licenses and publications you consider significant. Please indicate the professional license number and state of issuance.

**REFERENCES**

List three persons, other than relatives or personal friends, who have knowledge of your work experience and or education

| <i>Name/Title</i> | <i>Mailing Address</i> | <i>Telephone</i> |
|-------------------|------------------------|------------------|
|                   |                        |                  |
|                   |                        |                  |
|                   |                        |                  |

**AUTHORIZATION**

I declare and affirm, under penalty of perjury, that all statements made in the foregoing application, including accompanying statements, are true, complete and correct. If I misrepresent or deliberately leave out a fact in my application, I may be refused employment, or if employed, I may be dismissed. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. In addition, by signing this form, I consent and authorize SUNY Orange to contact any educational institutions, former employers, and any other persons or organizations for providing, sharing or using any information they possess concerning my background or record. I understand that any information obtained by SUNY Orange in the course of those contacts will be treated in strictest confidence.

I have read and agree to the above

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SUNY Orange, a member of the State University of New York System, is an Affirmative Action/Equal Opportunity Employer and Educator. SUNY Orange does not discriminate on the basis of age, gender, race or color, national origin, religion, disabling condition, marital status, or sexual orientation. Consistent with the Americans with Disabilities Act, applications needing reasonable accommodations during the employment process should advise HR as necessary.

**IMMIGRATION REFORM AND  
CONTROL ACT OF 1986  
EMPLOYMENT ELIGIBILITY VERIFICATION INFORMATION**

Among other changes, the Immigration Reform and Control Act of 1986 creates a national employment verification system which places responsibility for verification of the identify and employment eligibility of all employees on the employer. Effective June 1, 1987 this new law requires employers to request and examine documentation of identity and employment eligibility of all new hires and rehires, including U.S. citizens, permanent residents and nonimmigrant visa holders.

Should you accept an offer of employment with SUNY Orange, you must present ORIGINAL documentation outlined on the reverse side of this document on or before your first day of work. After these documents are reviewed, you will then be required to complete and sign an Employment Eligibility Verification Form (Form I-9) in the presence of your supervisor or designated representative of the University.

Should you accept an offer of employment with SUNY Orange this process must be completed on or before your first day of work. Otherwise, you will not be eligible for registration on the SUNY Orange payroll.

If you have any questions concerning the employment process at SUNY Orange, please call the Office of Human Resources, (845) 341-4660.

Prepared by: Office of Human Resources  
Equal Opportunity/Affirmative Action Employer