

Type or Print Answers To All Questions



SECTION 1

Last Name	First	Initial	
Street Address	City	State	Zip Code
Home Telephone Number		Business Telephone Number	

Human Resources Office
510 Maytum Hall Tel.: 673-3434

**APPLICATION
FOR
APPOINTMENT**

<p>Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, are you legally eligible for employment in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you have a valid State driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No State issued from and #</p>	<p>Did you serve in the Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, was your discharge other than honorable? <input type="checkbox"/> Yes <input type="checkbox"/> No Dates:</p>
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1. Except for minor traffic violations, were you ever **convicted** of any violations of criminal law? Yes No
 If yes, please explain

2. Were you ever dismissed from any employment for reasons other than lack of funds or work? Yes No
 If yes, please explain

3. Did you ever or are you presently working for the State University of New York? Yes No
 If yes, when and where?

4. Did you ever or are you presently working for New York State? Yes No
 If yes, when and where?

If "yes" to any of the above questions, please attach additional paperwork and provide explanation.

SECTION 2

EDUCATION:

Name of School	Address	Did You Graduate?	Major Subject	Degree Received
High School				
College or University				
Other Schools, Training				

SKILLS:

List administrative, clerical, laboratory, technical or computer skills, licenses, and any office or heavy machinery you can operate, which relate to the position(s) for which you are applying: _____

SECTION 3 - Classified Applicants Only

<p>I am interested in being considered for the following position(s): Title(s)</p> <p>I am available for employment on (date)</p> <p>Shift: <input type="checkbox"/> 1st (days) <input type="checkbox"/> 2nd (evenings) <input type="checkbox"/> 3rd (nights)</p> <p>Are you interested in part-time employment? <input type="checkbox"/> Yes <input type="checkbox"/> No.</p>	<p>I <input type="checkbox"/> Have <input type="checkbox"/> Have not qualified by NYS Civil Service Examination, if required for position.</p> <p>Title of Examination</p> <p>Score of Examination</p>
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SECTION 4

EMPLOYMENT EXPERIENCE:

(List most recent employment first, attach additional paperwork or resume.)

Name and Address of Employer	Dates of Employment		Base Salary	Title(s) and Duties
	From	To		
.....			\$ _____ Per _____

Reasons for Leaving:

Name of Supervisor:

Telephone Number:

Name and Address of Employer	Dates of Employment		Base Salary	Title(s) and Duties
	From	To		
.....			\$ _____ Per _____

Reasons for Leaving:

Name of Supervisor:

Telephone Number:

Name and Address of Employer	Dates of Employment		Base Salary	Title(s) and Duties
	From	To		
.....			\$ _____ Per _____

Reasons for Leaving:

Name of Supervisor:

Telephone Number:

PERSONAL AND PROFESSIONAL REFERENCES:

Name and Occupation	Address	Phone Number

SECTION 5

PRE-EMPLOYMENT STATEMENT:

I voluntarily give the State University of New York the right to make a thorough investigation of my employment history, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies or corporations supplying such information. I authorize SUNY Fredonia to conduct a background investigation which includes: employment history verification, identification and educational credential(s) confirmation, criminal conviction verification and sexual offender registry status. I consent to taking any pre-employment physical examinations and such future physical examinations as may be required by the university. **I further understand that any false answers made by me on this application or any supplement thereto, or in connection with the above mentioned investigation, will be grounds for immediate termination.**

SUNY Fredonia is an equal opportunity employer. It is the university's policy to employ applicants without regard to race, color, sex, age, disability, national origin, religion, sexual orientation or veterans status.

APPLICANT'S SIGNATURE: _____ DATE: _____

SOCIAL SECURITY NUMBER: _____ * DATE OF BIRTH: _____ *

* required for pre-employment screen.