

# BROOME COUNTY GOVERNMENT EMPLOYMENT APPLICATION



## Department of Personnel

Broome County Office Building, 3rd Floor  
 60 Hawley Street, PO Box 1766, Binghamton, NY 13902  
 www.gobroomecounty.com/personnel

DO NOT WRITE IN THIS SPACE

1. \_\_\_\_\_  Full - Time  Part - Time  
**Title of Position Applying For**  Temporary  Summer

No persons shall be denied equal protection of the laws of this County, State, Nation or any subdivision thereof. No person shall, because of race, color, creed, religion, age, sex, national origin or sponsor, be subjected to any discrimination in his civil rights by any person, department or any institutional, agency or subdivision of Broome County.

The NYS Human Rights Law prohibits discrimination because of age.

Broome County Government does not discriminate on the basis of physical or mental disability and will make reasonable accommodations for individuals with disabilities during application, examination, interviewing and employment.

BROOME COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

A clear understanding of your background and work history will aid us in placing you in a position that best meets your qualifications.

**DIRECTIONS:** Please print using black ink or type. Answer all questions, write "No" or "None" where applicable.

2. **NAME** \_\_\_\_\_ 3. **SOC. SEC. NUMBER** \_\_\_\_\_  
 Last First Middle

4. **LEGAL ADDRESS** \_\_\_\_\_  
 Street County

City State Zip

5. **MAILING ADDRESS** \_\_\_\_\_  
 (If different From Above) Street City State / Zip

6. **EMAIL** \_\_\_\_\_ 7. **CELL** (\_\_\_\_) \_\_\_\_\_

8. **HOME PHONE** (\_\_\_\_) \_\_\_\_\_ 9. **WORK PHONE** (\_\_\_\_) \_\_\_\_\_

(Please notify immediately of any changes.)

10. **EDUCATION:** Circle last grade completed - 6 7 8 9 10 11 12 13 14 15 16 17 18

	Name and School Location	Graduated? Yes or No	Type of Degrees	No. of credits completed
High School last attended				
Colleges or Universities				
Other				

**FOR DEPARTMENT USE ONLY**

Approved  Disapproved Reviewer's Initials \_\_\_\_\_

Comments: \_\_\_\_\_

**11. EMPLOYMENT EXPERIENCE** - List all permanent employment since High School. List any summer, part-time, temporary employment which includes experience that tends to qualify you for the position sought. If additional space is required, use supplemental sheets. Start with your most recent or current position.

**A.**

Company Name \_\_\_\_\_

Type of Business \_\_\_\_\_

Address \_\_\_\_\_

Your Position Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

and Title \_\_\_\_\_

Employed From (date) \_\_\_\_\_ To (date) \_\_\_\_\_

Hours/Week \_\_\_\_\_

Describe your duties and responsibilities in detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving (Please explain fully.) \_\_\_\_\_

\_\_\_\_\_

**B.**

Company Name \_\_\_\_\_

Type of Business \_\_\_\_\_

Address \_\_\_\_\_

Your Position Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

and Title \_\_\_\_\_

Employed From (date) \_\_\_\_\_ To (date) \_\_\_\_\_

Hours/Week \_\_\_\_\_

Describe your duties and responsibilities in detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving (Please explain fully.) \_\_\_\_\_

\_\_\_\_\_

**C.**

Company Name \_\_\_\_\_

Type of Business \_\_\_\_\_

Address \_\_\_\_\_

Your Position Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

and Title \_\_\_\_\_

Employed From (date) \_\_\_\_\_ To (date) \_\_\_\_\_

Hours/Week \_\_\_\_\_

Describe your duties and responsibilities in detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving (Please explain fully.) \_\_\_\_\_

\_\_\_\_\_

**D.**

Company Name \_\_\_\_\_

Type of Business \_\_\_\_\_

Address \_\_\_\_\_

Your Position Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

and Title \_\_\_\_\_

Employed From (date) \_\_\_\_\_ To (date) \_\_\_\_\_

Hours/Week \_\_\_\_\_

Describe your duties and responsibilities in detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving (Please explain fully.) \_\_\_\_\_

\_\_\_\_\_

**PERSONAL DATA**

12. Do you have the legal right to accept employment in the United States?  Yes  No  
(Non-citizens will be required to produce 1-151 or 1-551 alien registration cards at time of appointment)

13. Have you ever been convicted of a misdemeanor or felony?  Yes  No  
If yes please give particulars and disposition of each charge on a separate sheet and attach same.

14. If a motor vehicle license is required for the position, please indicate the license you presently possess:  
Class A B C D E (circle one) Designate type of commercial license: \_\_\_\_\_  
Date of Expiration: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

15. If a license, certificate or other authorization to practice a trade or profession is a requirement for the position for which you are applying, please indicate the following:  
Name of Trade or Profession \_\_\_\_\_  
License Number \_\_\_\_\_ Date From \_\_\_\_\_ To \_\_\_\_\_  
Licensing Agency \_\_\_\_\_ City/State \_\_\_\_\_

16. For reference purposes do you have any objections to our contacting present or past employers?  Yes  No  
If yes, Comment: \_\_\_\_\_

17. Did you qualify as an Exempt Volunteer Fireman as set forth by the criteria in section 200 of the General Municipal Law?  Yes  No

18. Did you serve in the armed forces of the United States?  Yes  No  
Branch \_\_\_\_\_ Dates \_\_\_\_\_

19. Did you receive a discharge which was honorable or were you released under honorable circumstances?  Yes  No

20. What made you aware of this vacancy or Broome County employment opportunities?  
 Personal Reference  TV  Radio  Newspaper  
 Bulletin Board  In the Personnel Office  Other \_\_\_\_\_

**DECLARATION** I agree, if employed, to abide by all the rules and regulations relative to my position. I agree to undergo a physical examination and authorize the examining physician to render to the Department of Personnel the results of the examination. 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 understand that any omission, misrepresentation and/or falsification of information contained in this application may constitute grounds for my dismissal. I give the employer the right to investigate all references and to secure additional job related information about me. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

21. Signature \_\_\_\_\_ Date \_\_\_\_\_

22. Please print any other surnames (last names) by which you are or have been known.  
\_\_\_\_\_

The Immigration Reform and Control Act of 1986, requires that all individuals must provide acceptable documentation that proves identity and employment eligibility. A listing of acceptable documents can be obtained from the Department of Personnel. Failure to provide this documentation will affect your chances for employment with Broome County.

## Professional References

List three individuals having personal knowledge of your professional training, ability, experience and personal character including present or past managers or supervisors. Complete information below for each reference.

	<b>Name</b>	<b>Position</b>	<b>Company or Business Name</b>
1.	_____		
	<b>E-mail Address / phone number:</b> _____		
2.	_____		
	<b>E-mail Address / phone number:</b> _____		
3.	_____		
	<b>E-mail Address / phone number:</b> _____		