EMPLOYMENT APPLICATION

Municipal Civil Service Commission
City Hall, Government Plaza
38 Hawley Street, 5th Floor
Binghamton, NY 13901
www.cityofbinghamton.com

Action Taken _____

Referred To _____

Date _____

Federal, State and Local laws prohibit discrimination in employment because of race, color, religion, national origin, sex, age, disability, marital status, criminal record, sexual orientation or veteran status.

DIRECTIONS: Please print in ink or type. Please answer all questions completely. An incomplete application may result in disqualification. A resume may not be substituted.

Position for which you are applying: _____

NAME: _____

ADDRESS: _____
(Number) (Street) (City)

TELEPHONE: _____**SOCIAL SECURITY #** _____

1. **How long have you lived in Binghamton? Year(s) _____ Month(s) _____**
2. **Are you legally eligible for employment in the USA? _____ Yes _____ No**
3. **If you are under the age of 18 years, state your birth date: _____**
4. **If a motor vehicle is required for a position, please circle the license you presently possess:**

   Class A B C D E (N.Y. State) C.D.L. Class _____
5. **Check appropriate answer for each question:**
   - **A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? _____YES _____NO**
   - **B. Did you ever resign from any employment rather than face dismissal? _____YES _____NO**
   - **C. Have you ever been convicted of any crime? _____YES _____NO**
   - **D. Are you now under charges for any crime? _____YES _____NO**

If you answered "YES" to any of the questions in #5, give specifics under REMARKS on the last page of this application. None of the above 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 for which you are applying.

6. **Veteran of the U.S. Armed Forces? _____ Yes _____ No Dates: _____Branch_____**
7. **EDUCATION: Please state highest grade completed: _____**

Name & Location	Grad? Y or N	Course of Study Degree & Date	# Credits Completed
HIGH SCHOOL OR GED			
COLLEGE			
OTHER SCHOOLS OR SPECIAL COURSES			

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8. EMPLOYMENT

Describe your employment history as completely as possible, starting with your most recent employer. Please include all relevant skills and experience.

EMPLOYER _____ **TELEPHONE NUMBER** _____

ADDRESS _____ **DATES EMPLOYED** _____

JOB TITLE _____ **SUPERVISOR'S NAME** _____

REASON FOR LEAVING _____

DESCRIBE YOUR DUTIES AND WORK EXPERIENCE:_____

_____

_____

_____

EMPLOYER _____ **TELEPHONE NUMBER** _____

ADDRESS _____ **DATES EMPLOYED** _____

JOB TITLE _____ **SUPERVISOR'S NAME** _____

REASON FOR LEAVING _____

DESCRIBE YOUR DUTIES AND WORK EXPERIENCE: _____

_____

_____

_____

EMPLOYER _____ **TELEPHONE NUMBER** _____

ADDRESS _____ **DATES EMPLOYED** _____

JOB TITLE _____ **SUPERVISOR'S NAME** _____

REASON FOR LEAVING _____

DESCRIBE YOUR DUTIES AND WORK EXPERIENCE:_____

_____

_____

_____

REMARKS:_____

_____

_____

_____

_____

I AFFIRM THE STATEMENTS MADE ON THIS APPLICATION (INCLUDING ATTACHED PAPERS) ARE TRUE UNDER THE PENALTIES OF PERJURY. FALSE STATEMENTS SHALL BE SUFFICIENT CAUSE FOR DISMISSAL.

DATE _____ **SIGNATURE OF APPLICANT**_____

Rev 12/2012

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City of Binghamton
Criminal Background Check

City of Binghamton
Release and Authorization to Conduct
Criminal Conviction Background Check

In consideration of the City of Binghamton's evaluation of my suitability for employment, I, _____, do hereby authorize and agree that the City

Applicant's Name

of Binghamton may perform a full criminal conviction background check in order to verify the information I have provided in this regard on the City's employment application (question #11). I understand and agree that the City may obtain any criminal court documents and/or police records which may be relevant to any and all of my criminal convictions, whether or not I have listed such criminal convictions in answer to question #11 of the City's employment application. I further understand that my failure to make a full disclosure of any criminal convictions in answer to question #11 of the City's employment application or my intentionally making false statement(s) regarding any criminal convictions(s) may subject me to immediate dismissal at any time in the future.

I agree not to assert any claims or causes of action of any kind against the City of Binghamton, its officials, its agents, and/or its employees as a result of this criminal conviction background check. I further release and forever discharge the City of Binghamton, its officials, its agents, and its employees from any and all claims, demands, damages, actions, causes of action or suits or any kind of nature whatsoever arising from the City's investigation of my criminal conviction background. I acknowledge that the City of Binghamton has made no representations of any kind as to whether employment will be offered at the conclusion of this criminal conviction background check.

_____ _____

Signature of Applicant Date

FAILURE TO COMPLETE AND SIGN THIS FORM WILL DISQUALIFY YOU FROM ANY CONSIDERATION FOR EMPLOYMENT WITH THE CITY OF BINGHAMTON.

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City of Binghamton
Statistical Sheet for Candidates for Employment

You are **not required** to complete this form and any responses received will be kept anonymous. None of the information requested below will be used by the City, nor will any hiring supervisor be given any such information, as part of the decision making process as to whether to hire you or not. The only purpose for collecting such data is as part of the evaluation of the effectiveness of the City's Affirmative Action Plan. Please check off the information that applies to you.

I. Which of the following ethnic groups do you consider yourself a member of?

A. ☐ American Indian/Alaskan Native
B. ☐ Asian/Pacific Islander
C. ☐ Black
D. ☐ Hispanic
E. ☐ Hispanic Black/Filipino
F. ☐ White
G. ☐ Other Specify _____

II. What is your gender? Female ☐ Male ☐

III. Age Group

Below 18 years ☐ 40-50 ☐
18-28 year ☐ 51-64 ☐
29-39 years ☐ 65 or over ☐

IV. What is your veteran status? (Must have served at least 180 days to qualify for veteran status)

Not a veteran ☐
Vietnam Era Veteran (August 5, 1964 – May 7, 1976) ☐
Veteran ☐

V. Do you consider yourself disabled?

Yes* ☐
No ☐
Disabled Veteran ☐
Disabled Vietnam Era Veteran (August 5, 1964 – May 7, 1976) ☐

* If you answered "yes" to any category in Section V, please answer the following two questions:

A. My disability is _____

B. What accommodations could we reasonably make that would enable you to perform the job properly and safely: including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, or other accommodations.

_____

_____

VI. What is your marital status? (Check One):

Single ☐ Divorced ☐
Marri ☐ Separated ☐
Widowed ☐ Other ☐

VII. What is your religion? (if you identify with any)

_____

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