



EMPLOYMENT APPLICATION

Municipal Civil Service Commission

City Hall, Government Plaza
38 Hawley Street, 4th Floor
Binghamton, NY 13901

<http://www.binghamton-ny.gov>

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.

OFFICE ONLY

Action Taken _____

Referred To _____

Date _____

DIRECTIONS: Please answer all questions completely. An incomplete application may result in disqualification. A resume may not be substituted. Applications can be printed, filled out, and signed OR electronically filled in, printed, and signed (electronic signature is acceptable). Applications can either be mailed, placed in the "Personnel" drop-box located in City Hall lobby, or emailed to personnel@cityofbinghamton.com.

Position for which you are applying: _____

NAME: _____

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

EMAIL ADDRESS: _____

TELEPHONE: _____

1. Do you live within the City of Binghamton? ____ YES ____ NO
 - a. If you do not live in the City of Binghamton, are you willing to relocate? ____ YES ____ NO
2. Do you live within Broome County? ____ YES ____ NO
3. Are you legally eligible for employment in the USA? ____ Yes ____ No
4. If a NYS motor vehicle is required for a position, which license do you presently possess (please circle below):
Class A B C D E
If you possess a C.D.L. license, which 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 second 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: _____

THE CITY OF BINGHAMTON IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO WORKFORCE DIVERSIFICATION.

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

8. EMPLOYMENT

You must complete this section whether or not you submit a resume. Describe any employment that qualifies you for the position sought. If more space is needed, attach additional sheets. All statements are subject to verification.

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 _____

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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 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 or exam application. 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 on the City's employment or exam application. I further understand that my failure to make a full disclosure of any criminal convictions as requested on the City's employment or exam 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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TO WORKFORCE DIVERSIFICATION.***