



# EMPLOYMENT APPLICATION

**Municipal Civil Service Commission**

City Hall, Government Plaza  
 38 Hawley Street, 4<sup>th</sup> 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.*

Action Taken \_\_\_\_\_

Referred To \_\_\_\_\_

Date \_\_\_\_\_

**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)

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

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?<br>Y or N | Course of Study<br>Degree & Date | # Credits<br>Completed |
|----------------------------------|-----------------|----------------------------------|------------------------|
| HIGH SCHOOL OR GED               |                 |                                  |                        |
| COLLEGE                          |                 |                                  |                        |
| OTHER SCHOOLS OR SPECIAL COURSES |                 |                                  |                        |

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

**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