

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 may 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) _____

Was the position Paid or Volunteer? 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) _____

Was the position Paid or Volunteer? 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) _____

Was the position Paid or Volunteer? 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) _____

Was the position Paid or Volunteer? Hours/Week _____

Describe your duties and responsibilities in detail _____

Reason for leaving (Please explain fully.) _____



SUPPLEMENTAL NON-INSTRUCTIONAL PERSONNEL APPLICATION

VESTAL NEW YORK 13850

Please check: Regular Employment Substitute Employment

NOTE TO APPLICANT: Please print or type name & date along left margin.

THE VESTAL CENTRAL SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

Date

Position Sought _____ Date _____

Name _____
(Last) (First) (M.I.)

M.I.

APPLICANT DATA

Are you at least 18 years of age?..... Yes No

If applying for Bus Driver, are you at least 21 years of age?..... Yes No

If applying for Bus Attendant, are you at least 19 years of age?..... Yes No

Have you had training for the job for which you have applied?..... Yes No

If yes, where? _____
Duration of training? _____

What other work experience have you had that will help you in the work for which you are applying? _____

First

Can you work full time? Yes No If not, state the hours you can work. _____

Can you work year round? Yes No If not, state the months you can work. _____

Can you work in all schools? Yes No If not, list schools in which you cannot work. _____

What is the minimum salary for which you will work? _____

Have you ever previously filed an application in this school district? Yes No If yes, for what job? _____

Were you ever dismissed from any public (government) employment? Yes No If yes, give details on separate sheet.

Are you a member of the NYS Employees' Retirement System? Yes No If yes, give membership no. _____

Last Name

List below three references. Include former employers. References may be contacted prior to interviews.			Administrative Use
Name of Reference & Title	Mailing Address	Phone Number	Init. & Date

APPLICANTS FOR CLERICAL JOBS ONLY

What business or office machines have you operated? _____

Describe your experience with computers; include word processing experience and knowledge of software. _____

APPLICANTS FOR BUILDINGS AND GROUNDS JOBS ONLY

What tools or machines have you operated? _____

APPLICANTS FOR AUTOMOTIVE MECHANIC AND SERVICE PERSONNEL JOBS ONLY

Do you have a Class B License? Yes No

Do you have a license greater than Class B? _____

Do you have endorsements? If so, please list _____

APPLICANTS FOR BUS DRIVER JOBS ONLY

Class of driver's license _____ Expiration date of such license _____

Motorist identification number _____ - _____ - _____ State of Issuance _____

Have you ever had an accident which resulted in injuries to yourself or others? Yes No If yes, give details on separate sheet.

Have you been convicted of moving traffic violations in the past three (3) years? Yes No If yes, give details (date, charge, court, and location) on separate sheet.

How many years of active driving experience do you have for the following types of vehicles:

School Bus _____ Passenger Bus or Heavy Truck _____ Light Truck or Station Wagon _____

Do you have endorsements? If so, please list _____

THE VESTAL CENTRAL SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

The Vestal Central School District does not discriminate in employment or in the education programs and activities which it operates on the basis of actual or perceived race, gender identity or sex, sexual orientation, age, ethnic group, religion, religious practice, marital status, military status, color, weight, national origin, predisposing genetic characteristics or disability in violation of Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, or Section 504 of the Rehabilitation Act of 1973, Title II of the Genetic Information Non-Discrimination Act of 2008, New York State Human Rights Law and the Boy Scouts of America Equal Access Act of 2001.