



**ELMIRA
COLLEGE**

One Park Place
Elmira, NY 14901
607-735-1800

For EC use only

Date Rec'd HR: _____

Date Rec'd Dept.: _____

DOH: _____

PLEASE PRINT ALL INFORMATION

PERSONAL INFORMATION

LAST NAME		FIRST NAME		MIDDLE	
OTHER NAMES USED IF APPLICABLE	MAILING ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER	BEST TIME TO CALL	EMAIL ADDRESS			
IF HIRED, CAN YOU PROVIDE PROOF OF IDENTITY AND AUTHORIZATION TO WORK IN THE UNITED STATES?					<input type="checkbox"/> YES <input type="checkbox"/> NO
IF OFFERED EMPLOYMENT, ARE YOU WILLING TO SUBMIT TO A PRE-EMPLOYMENT HAIR FOLLICLE DRUG TEST?					<input type="checkbox"/> YES <input type="checkbox"/> NO
HOW DID YOU HEAR ABOUT THIS POSITION?					<input type="checkbox"/> COLLEGE WEBSITE <input type="checkbox"/> EMPLOYEE REFERRAL <input type="checkbox"/> ONLINE JOB BOARD <input type="checkbox"/> NEWSPAPER AD <input type="checkbox"/> WALK-IN

POSITION INFORMATION

POSITION(S) APPLIED FOR	WHAT SHIFT(S)? (CHECK ALL THAT APPLY) <input type="checkbox"/> ANY <input type="checkbox"/> DAY <input type="checkbox"/> NIGHT <input type="checkbox"/> GRAVEYARD	DATE AVAILABLE TO BEGIN WORK	EXPECTED SALARY
ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WITH OR WITHOUT REASONABLE ACCOMODATION? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF REQUIRED, ARE YOU AVAILABLE TO WORK OVERTIME? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF DRIVING IS AN ESSENTIAL FUNCTION OF THE POSITION FOR WHICH YOU ARE APPLYING, DO YOU POSSESS A VALID DRIVER'S LICENSE?			<input type="checkbox"/> YES <input type="checkbox"/> NO

EDUCATION

NAME AND LOCATION OF SCHOOL	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE? (Y or N)	GED/DIPLOMA/DEGREE RECEIVED	MAJOR/MINOR
HIGH SCHOOL				
COLLEGE/ UNIVERSITY				
COLLEGE/ UNIVERSITY				
TECHNICAL / VOCATIONAL / BUSINESS SCHOOL				

LIST ADDITIONAL JOB RELATED TRAININGS, CERTIFICATIONS, AND/OR PROFESSIONAL MEMBERSHIPS - INCLUDE DATES

EMPLOYMENT HISTORY

CHECK IF RESUME ATTACHED

CURRENT OR MOST RECENT EMPLOYER'S NAME AND ADDRESS	DATES EMPLOYED (MM/DD/YY)		LAST JOB TITLE
	FROM	TO	REASON FOR LEAVING
	TELEPHONE NUMBER		
MAY WE CONTACT THIS EMPLOYER?	IMMEDIATE SUPERVISOR:		
DESCRIBE DUTIES AND RESPONSIBILITIES			

EMPLOYER'S NAME AND ADDRESS	DATES EMPLOYED (MM/DD/YY)		JOB TITLE
	FROM	TO	REASON FOR LEAVING
	TELEPHONE NUMBER		
MAY WE CONTACT THIS EMPLOYER?	IMMEDIATE SUPERVISOR:		
DESCRIBE DUTIES AND RESPONSIBILITIES			

EMPLOYER'S NAME AND MAILING ADDRESS	DATES EMPLOYED (MM/DD/YY)		JOB TITLE
	FROM	TO	REASON FOR LEAVING
	TELEPHONE NUMBER		
MAY WE CONTACT THIS EMPLOYER?	IMMEDIATE SUPERVISOR:		
DESCRIBE DUTIES AND RESPONSIBILITIES			

IF NOT LISTED ABOVE, HAVE YOU PREVIOUSLY WORKED FOR ELMIRA COLLEGE? YES NO
 IF "YES", PLEASE LIST JOB TITLE, DATES OF SERVICE AND REASON FOR LEAVING:

USE THE SPACE BELOW TO SUMMARIZE ANY ADDITIONAL EXPERIENCE OR SKILLS THAT HELP QUALIFY YOU FOR THE POSITION FOR WHICH YOU ARE APPLYING (SUCH AS MACHINE OPERATION, LANGUAGES, COMPUTER SKILLS, ETC.).

ARE YOU RELATED TO ANYONE CURRENTLY EMPLOYED WITH ELMIRA COLLEGE? YES NO

NAME/ DEPARTMENT:	RELATIONSHIP:
NAME/ DEPARTMENT:	RELATIONSHIP:

REFERENCES: List three persons who are not related to you and who have knowledge of your qualifications for the position you are applying for.

NAME	ADDRESS	TELEPHONE NUMBER
1.		
2.		
3.		

ADDITIONAL QUESTIONS

HAVE YOU EVER BEEN CONVICTED FOR A CRIME, EXCLUDING MISDEMEANORS AND SUMMARY OFFENSES, WHICH HAS NOT BEEN ANNULLED, EXPUNGED OR SEALED BY COURT? * YES NO

ARE YOU NOW, OR HAVE YOU EVER, BEEN LISTED ON ANY STATE CHILD ABUSE REGISTRY? * YES NO

* A conviction does not automatically disqualify you, however, an incomplete answer will result in an incomplete application

IF YOU ANSWERED YES TO EITHER QUESTION ABOVE, PLEASE EXPLAIN.

The information contained in this application is true and complete to the best of my knowledge and belief. I understand that any false or inaccurate information or misrepresentation of fact or omission of information requested, as stated or implied, given in my application, interview(s), or any other employment form, may be sufficient reason not to hire me and may be reason for dismissal. I understand that I will be required to pass a pre-employment drug screen. I authorize Elmira College or its authorized representative to inquire into my education, past employment history, and references as needed to research my qualifications for this position.

If employed, I will be required to provide documentation of both my identity and employment eligibility in the United States in accordance with the Immigration Reform and Control Act of 1986. I understand that Elmira College is not obligated to provide employment and that I am not obligated to accept employment. Nothing in this application is intended to create any contract of employment or to create any rights in the nature of a contract of employment either express or implied. If hired, nothing in this application shall restrict my right as an employee or the right of Elmira College as the employer to terminate my employment at any time, with or without notice and with or without cause.

In compliance with Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975, and other federal, state and local laws, Elmira College does not discriminate on the basis of age, color race, gender, sexual orientation, religion, national origin, or disability in any phase of its employment process and of its admission or financial aid programs, or any aspect of its educational programs or activities.

I hereby acknowledge that I have read and understand the above statement.

SIGNATURE _____

DATE _____