

Broome County Council of Churches

Application for Employment

3 Otseningo Street
Binghamton, New York 13903

An Equal Opportunity Employer

"Connecting compassion with needs; inspiring growth with dignity"

Please complete all requested information; resumes will not be accepted in place of this application form.

Date: _____ Position Applied for: _____

Name _____

Address _____
Street City State Zip

Phone Home (____) _____ Work (____) _____ Cell (____) _____

E-mail _____ (optional)

Note: All prospective employees must submit proof of identity and eligibility for employment in the US prior to employment

Are you legally eligible to work in the US? Yes No

If you are not a US citizen, are there any restrictions on your eligibility for employment?

Have you ever worked for the Broome County Council of Churches? Yes No When? _____

On what date would you be available to begin work? _____

What days and hours are you available to work? _____

What salary and benefits expectation do you have? _____

EDUCATION: Circle the highest grade you completed. 1 2 3 4 5 6 7 8 9 10 11 12

Name and location of the last high school attended: _____

Did you graduate? Yes No If not, have you passed a G.E.D. test? Yes No

Circle the number of years of post high school education completed. 1 2 3 4 5 6

School Name and Location

Date Graduated

Degree

Major Area of Study

Provide a separate page if additional space is needed

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SKILLS AND TRAINING:

Please describe other skills, training, honors or extra-curricular activities you feel might be relevant to the position for which you are applying. (A separate page may be attached)

Do you have a driver's license? Yes No Commercial Driver's License? Yes No

Have you ever been convicted of any offense against the law?

Omit juvenile offenses and minor traffic violations. Include convictions by general court martial while in the military service.

Yes No If yes give date, place, charge, court and fine or sentence.

A conviction does not automatically mean that you cannot be employed. What you were convicted of and how long ago are important. Give all facts so that a decision can be made.

Have you ever been fired or asked to resign from a job? Yes No

If yes, give the name and address of employer and describe the reason.

EXPERIENCE: *The selection process for the position involves an evaluation of relevant education and experience. It is important, therefore, that you provide enough details so that your qualifications can be properly evaluated. Start with your present job and work back. Include military service and volunteer experience. Additional experience should be listed by attaching separate sheets of paper. Be sure to include all requested information.*

Present Employer _____

Dates: From _____ To _____

Address _____

Phone Number _____ Avg Hrs per week _____

Job Title _____

Salary: Starting _____ Ending _____

Supervisor's Name _____

Reason for Leaving:

Telephone Number _____

May we contact the supervisor? Yes No

If no, please explain:

Describe your work: _____

EXPERIENCE (continued):

Employer _____	Dates: From _____ To _____
Address _____	Phone _____ Avg Hrs _____ Number _____ per week _____
Job Title _____	Salary: Starting _____ Ending _____
Supervisor's Name _____	Reason for Leaving:
Telephone Number _____	May we contact the supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe your work: _____	If no, please explain:

Employer _____	Dates: From _____ To _____
Address _____	Phone _____ Avg Hrs _____ Number _____ per week _____
Job Title _____	Salary: Starting _____ Ending _____
Supervisor's Name _____	Reason for Leaving:
Telephone Number _____	May we contact the supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe your work: _____	If no, please explain:

May we conduct a background check of your qualifications, character and record of employment?
 Yes No If No, please explain. (for example: "I do not wish to make known this application to my current employer.")

Signature

SPECIAL QUALIFICATIONS AND SKILLS:

Please list religious, professional, trade, business or civic activities, foreign languages, special services, volunteer roles, awards and offices, licenses or certificates you hold.

(You may exclude memberships which would reveal sex, race, national origin, ancestry, disability or other protected status.)

REFERENCES: Please provide three or more professional work related references we can contact to discuss your experience, qualifications and suitability for the position for which you are applying. Ordained clergy applicants are asked to include their Judicatory Executive or Bishop. References may be listed on a separate sheet and attached.

	Full Name	Work or Home Address	Phone	What is relationship?	How Long?
1)					
2)					
3)					

(Please add any additional references on a separate page)

I authorize Broome County Council of Churches to consult references, verify information and seek other data as may be necessary to arrive at an employment decision. *(Please identify any exceptions and a brief explanation such as "present employee/do not wish to jeopardize continued employment".)*

(A separate page may be attached)

Signature of applicant

CERTIFICATION:

(This statement must be signed)

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me, or for dismissing me after I have begun work. I understand that Broome County Council of Churches is an at-will employer. I waive all rights I might have against a previous employer who provides references and/or records concerning my employment history. I waive all rights I might have against a reference or referral who provides information to Broome County Council of Churches in consideration of my employment suitability. I certify below that no civil, criminal, or ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; and have never resigned or been terminated from a position for reasons related to sexual misconduct.

I agree that I will hold harmless the employing or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct or job performance related misconduct.

Signature

Date