



Office of Human Resources
1600 Burrstone Road, Utica, NY 13502

APPLICATION FOR STAFF EMPLOYMENT

Utica College is an equal opportunity, affirmative action employer, and considers applicants for all positions without regard to race, age, color, religion, gender, national origin, marital status, sexual orientation, or disability.

PERSONAL INFORMATION

Date: _____

Full Name: _____

Last First Middle

Address: _____

Street City State Zip Code

Phone Number: _____ Referred to Utica College by: _____

(Newspaper, friend, relative, agency)

Are you under 18 years of age? [] Yes [] No

EMPLOYMENT DESIRED

Position: _____ Minimum accepted salary: _____

Has Utica College ever employed you? [] Yes [] No If yes, give dates position and department _____

EDUCATION (give name and address of schools attended.)

Circle the highest grade completed:

1 2 3 4 5 6 7 8 9 10 11 12 GED

College:

1 2 3 4 5 6 7 8

Table with 3 columns: Degree of License Received, Major or Specialization, and rows for High School, College/University, Graduate School, Trade, Business School.

OFFICE SKILLS (as appropriate)

Typing (WPM) _____

Please list computer skills: _____

Last Name _____

For Human Resources Use Only

Job Title/Classification _____

Department: _____

Social Security Number: _____

Type of Appointment: _____

Start Date: _____

EMPLOYMENT HISTORY In the space provided below, please provide your employment history for the last 10 years or last three (3) employers, which ever is greatest. You may attach additional information. List your present or most recent employment first.

From (Mo-Yr)	To (Mo-Yr)	Job Title or Occupation	Salary
Employer Name and Address			Phone Number May we contact employer <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties			Final Salary
Supervisor's Name		Reason for Leaving	

From (Mo-Yr)	To (Mo-Yr)	Job Title or Occupation	Salary
Employer Name and Address			Phone Number May we contact employer <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties			Final Salary
Supervisor's Name		Reason for Leaving	

From (Mo-Yr)	To (Mo-Yr)	Job Title or Occupation	Salary
Employer Name and Address			Phone Number May we contact employer <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties			Final Salary
Supervisor's Name		Reason for Leaving	

<p>A. Are you legally eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No _____</p> <p>(Proof of eligibility to work will be required upon employment)</p> <p>B. Please note additional information you feel is appropriate _____ _____ _____ _____</p>	<p>C. Within the past five years, have you been convicted of or completed incarceration for conviction of a misdemeanor crime? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain _____ _____</p> <p>D. Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No, If yes, please explain _____ _____</p>
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Attach to this application a list of three (3) professional references.

I hereby certify that all information provided herein is true, correct, and complete. I understand this information may be verified and that the College may conduct a background check. If employed, I understand that any falsification or omission of fact on this application may result in my dismissal. I understand that acceptance of this application does not constitute a contract. If hired, employment is at will and can be terminated at any time with or without cause, and without prior notice.

Utica College is a drug-free workplace, and prohibits the use of illegal drugs and the use of alcohol in the workplace.

Signature of Applicant _____ Date _____