

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. SUBSTITUTE

Title of Position Applying For _____

Full - Time Part - Time
 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				

Return to: Nancy Legenhausen, Union-Endicott District Office, 1100 E Main St, Endicott, NY 13787

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.) _____

NOTE: *Please submit this reference sheet with the completed and signed application; a letter of interest for the position you are applying for.*

Return All To: Nancy Legenhausen, Personnel ** Union-Endicott Central School District

Application Reference Insert

1. Name of Reference: _____

Title/Relationship of Reference: _____

Supervised: yes no

Length of time known to applicant: _____

Telephone Number: _____

Email: _____

2. Name of Reference: _____

Title/Relationship of Reference: _____

Supervised: yes no

Length of time known to applicant: _____

Telephone Number: _____

Email: _____

3. Name of Reference: _____

Title/Relationship of Reference: _____

Supervised: yes no

Length of time known to applicant: _____

Telephone Number: _____

Email: _____