

# 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?<br>Yes or No | Type of Degrees | No. of credits<br>completed |
|--------------------------------|--------------------------|-------------------------|-----------------|-----------------------------|
| High School<br>last attended   |                          |                         |                 |                             |
| Colleges<br>or<br>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.) \_\_\_\_\_

\_\_\_\_\_



**NOTE: Please submit this reference sheet, your application and letter of interest for the position you are applying.**

Application Reference Insert

1. Name of Reference: \_\_\_\_\_

Title/Relationship of Reference: \_\_\_\_\_

Supervised:     yes             no

Length of time known to applicant: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

2. Name of Reference: \_\_\_\_\_

Title/Relationship of Reference: \_\_\_\_\_

Supervised:     yes             no

Length of time known to applicant: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

3. Name of Reference: \_\_\_\_\_

Title/Relationship of Reference: \_\_\_\_\_

Supervised:     yes             no

Length of time known to applicant: \_\_\_\_\_

Telephone Number: \_\_\_\_\_