

# Cornell Cooperative Extension Employment Application

*Cornell Cooperative Extension is an affirmative action/equal opportunity employer and educator.*

- Directions:
- Type or print, using black ink.
  - Sign the completed application.
  - Please note that the Employment Record, Education and References sections do not need to be completed if a previously submitted resume provides all of the specific requested information. If there is information requested that is not on your resume, please be sure to provide that information in order to ensure your application materials will be considered fully.
  - If you need additional space for information not contained in your resume attach a supplemental sheet.

## General

Name (*Last*)      (*First*)      (*Middle*)      Social security no.      Date of application

Present address (*street, city, state, zip code*)      Phone no. (*daytime*)      Phone no. (*evening*)

Address where you may be contacted if different from present address      Alternate phone no.

Are you a veteran?  Yes  No  
(*If yes, list special education received*)

U.S. citizen?  Yes  No  
If no, are you legally authorized to work in the U.S.?  Yes  No  
If hired, you will need to provide proof of citizenship or legal right to work in the U.S.

Have you ever been convicted of any criminal offense other than minor traffic violations?  Yes  No  
*If yes, please explain. A criminal conviction will be considered only in relation to the job for which you are applying. Seriousness and nature of the offense, time elapsed, and rehabilitation will be taken into account.*

## Position

Position applying for \_\_\_\_\_

Salary range you will consider  
\$ \_\_\_\_\_

Date available \_\_\_\_\_

Where did you learn about this position opening?

- newspaper  
  school  
  state employment office  
  community agency  
  Cornell Cooperative Extension  
  other (specify) \_\_\_\_\_

Cornell Cooperative Extension associations provide equal program and employment opportunities. No person shall be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age, or qualified disability.

## Education

Institution	City and State	Dates attended	Major	Minor	Degree

## Employment Record

### Present or last employer

Employer \_\_\_\_\_ Starting date \_\_\_\_\_  
 Street \_\_\_\_\_ Ending date \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Starting salary \_\_\_\_\_  
 Zip code \_\_\_\_\_ Telephone \_\_\_\_\_ Final salary \_\_\_\_\_  
 Position title \_\_\_\_\_ Hours worked per week \_\_\_\_\_ Full time  Part time

Position duties (include number and types of people supervised)

\_\_\_\_\_

\_\_\_\_\_

Describe any promotions or new assignments during this employment.

\_\_\_\_\_

Name of job title of last supervisor

\_\_\_\_\_

Reason for leaving

\_\_\_\_\_

May we contact your present employer?  Yes  No (NOTE: If you are one of the final candidates, it will be necessary to check with your employer for reference and employment information.)

## References

List four persons, other than personal friends or relatives, who have knowledge of your work experience and/or education.

Name	Title	Mailing Address	Telephone
			home: work:
			home: work:
			home: work:
			home: work:

I hereby authorize investigation of all statements contained in this and other application documents. I certify that such statements are true, and understand that misrepresentation or omission of facts called for in this form or during any interview is cause for termination of employment without notice. I understand that references contacted will not necessarily be limited to those indicated on this application. I authorize my former employers/schools and other individuals to release information relevant to my knowledge, skill, ability, experience, and suitability for the position for which I am applying. I further understand that employment with a Cornell Cooperative Extension association is "at will" in that I, or the employer, may terminate employment at any time or for any reason consistent with applicable state or federal law.

Date \_\_\_\_\_ Signature \_\_\_\_\_