



OCC Employment Application

for Faculty & Administrator Positions

Instructions: Although some of the information being requested may duplicate information on your resume or vita, please complete the application in full. **Please Print**

Personal Information:

Name: _____ **Date:** _____
Last First Middle Initial

Address: _____ **Phone #:** _____
 _____ **Phone #:** _____
 _____ **E-Mail:** _____

If hired, are you eligible to work in the U.S.? (Y/N): _____ Are you over the age of 18? (Y/N): _____

Have you ever been convicted of a crime, other than a minor traffic violation? (Y/N): _____ (If yes, please explain below, the charge, location, date, and action taken. Criminal convictions will be considered only in relation to the job for which you are applying. Seriousness and nature of criminal offense, time elapsed and rehabilitation will be taken into account.) _____

Employment Desired:

Position Applying for: _____ How did you learn of this opening? _____
 What type of employment are you seeking? Full-time _____ or Part-time _____ (specify hours/days: _____)
 Have you ever worked for OCC before? (Y/N): _____ If yes, when? _____
 If hired, on what date, are you able to start work? _____ Salary Desired: _____

	Name, Address, and Phone Number of Institution	No. of Years Completed ?	Did you Graduate ? Y/N	Type of Degree Received	Program of Study
High School					
College					
Graduate or Other					

Professional License and/or Certification			
License/Certification Name	Issuing Agency	Original Issue Date	Expiration Date

Driver's License (Complete only if the position for which you are applying requires one): **Number:** _____

State: _____ **Class:** _____ **Date of Expiration:** _____

Experience/Employment History: List all present and past employers, starting with the most recent. Within Typical Duties, describe the nature of the work performed by you. (You may attach a resume in lieu of completing this section in full, as long as your attached resume provides all of the specific requested information.)

Dates of Employment (From – To)	Employer Name and Address:	Supervisor's Name & Title:	Phone Number:
Rate of Pay:	Type of Business:	Your Title:	
Hours per week:	Typical Duties:		
Reason for Leaving:			

Dates of Employment (From – To)	Employer Name and Address:	Supervisor's Name & Title:	Phone Number:
Rate of Pay:	Type of Business:	Your Title:	
Hours per week:	Typical Duties:		
Reason for Leaving:			

Dates of Employment (From – To)	Employer Name and Address:	Supervisor's Name & Title:	Phone Number:
Rate of Pay:	Type of Business:	Your Title:	
Hours per week:	Typical Duties:		
Reason for Leaving:			

Dates of Employment (From – To)	Employer Name and Address:	Supervisor's Name & Title:	Phone Number:
Rate of Pay:	Type of Business:	Your Title:	
Hours per week:	Typical Duties:		
Reason for Leaving:			

May we contact the employers listed above? (Y/N) _____ If not, please indicate which one(s) you do not wish us to contact and why: _____

Skills: List any special skills, experiences, abilities, and/or additional training you have, which you believe would especially qualify you for work with OCC: _____

Other information: Please list any other information which you believe would help OCC to further evaluate your application in relation to the position for which you are applying. _____

Acknowledgement Statement: Application must be signed below prior to submission.

I understand that nothing in this application is intended to imply or create an employment relationship or contract for employment.

I certify that, to the best of my knowledge, all information set forth in my cover letter of application, resume, and associated documents and forms (including, but not limited to, transcripts) is true and complete. I authorize Onondaga Community College to investigate and verify any statements made or information contained in these documents. I understand that, any falsifications, misrepresentations or omissions of fact may be grounds for rejection of my application or discharge from subsequent employment and that it will make null and void any pre-employment commitments made by Onondaga Community College.

I understand that consideration for employment in this position is contingent upon the results of a reference and background check. I therefore authorize Onondaga Community College and its agents, officers, and employees to conduct an investigation of my background and references as may be considered necessary in relation to the position of _____.

I understand that no such investigation can begin prior to my knowledge and concurrence as to my interest in the position. I further understand that individuals whom I have not identified as references will be contacted as well as those whose names I have given to Onondaga Community College.

Accordingly, I authorize and request my current/former supervisors, subordinates, and/or colleagues to furnish Onondaga Community College with information concerning my past job performance, character, work history, salary history, educational background, and any other pertinent information considered by the College to be relevant to my qualifications.

I acknowledge that federal law requires me to furnish proof of identity and employment eligibility in the event Onondaga Community College offers me employment and I accept said offer. I also understand that should I be offered employment with Onondaga Community College, it will be contingent upon me furnishing these said documents.

In doing so, I release from liability Onondaga Community College and its agents, officers, and employees, together with my current and former supervisors, subordinates, colleagues, and others reporting and/or furnishing such information.

I have read and agree to the above statements and I affirm that a photocopy of this authorization is to be considered valid.

Name (print): _____ SS #: _____
(for educational verification purposes)

Signature: _____ Date: _____

No person shall be denied employment on the basis of race, color, religion, national origin, gender, age, ethnicity, sexual orientation, creed, disability status, veteran status, marital status, ex-offender status, or any other status protected by law.