



Orange County Community College

# APPLICATION FOR EMPLOYMENT

Human Resources, 115 South Street, Middletown, NY 10940  
[www.sunyorange.edu/hr](http://www.sunyorange.edu/hr) Tel: (845) 341-4660 Fax: (845) 341-4670

Name \_\_\_\_\_  
Last First Middle Initial Email Address

Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

I am interested in being considered for the following position: \_\_\_\_\_

I am available for employment on \_\_\_\_\_ Date Salary Expected: \_\_\_\_\_ Title Referral Source: \_\_\_\_\_

I am interested in:  Temporary Employment  Part-time Employment  Full-time Employment

Do you have the legal right to accept employment in the United States?  Yes  No

Are you a Veteran?  Yes  No

Are you currently employed? Yes  No

**Have you ever been employed by the State University of New York, SUNY Orange or another State/County Agency?**

Yes  No

If yes, please indicate agency and dates of employment. \_\_\_\_\_

**Are you related to anyone currently working at SUNY Orange?** Yes  No  Name: \_\_\_\_\_

**Are you retired from any public (state, county, city, etc.) agency in New York State?** Yes  No

If yes, a Retirement & Social Security Law Acknowledgement Form (RSSLAF) must be completed and submitted (initially and upon any updates, for tax and compliance purposes) before employment can be finalized. This form is available in the Office of Human Resources

**Disclosure of relevant convictions and arrests:**

- Answering "YES" to the question about whether there is a prior felony conviction may or may not preclude employment, depending on the nature of the criminal offense, its relationship to the position sought, and other factors that must be considered before employment may be lawfully denied based on a prior conviction.
- Failure to disclose a prior conviction may result in denial of employment or subsequent termination of employment based on falsification of the employment application.
- NOTE: You should answer "NO" if:
  - a. Your conviction (felony, misdemeanor, or violation) was sealed by a court, **OR**
  - b. The criminal action or proceeding was terminated in your favor (for example: the action was dismissed either at the initial stage or on appeal; you received an Adjournment in Contemplation of Dismissal and the adjournment period has elapsed; you were acquitted), **OR**
  - c. The proceeding on the criminal offense resulted in a youthful offender adjudication or juvenile delinquency finding which has been sealed/expunged pursuant to the Family Court Act, **OR**
  - d. After completing a treatment program, your plea to a felony or a misdemeanor was withdrawn and you were resentenced to a violation which was sealed by the court, or the completion of the program resulted in a dismissal of all charges by the court.

Any questions you may have about your status may be directed to the Office of Human Resources.

Do you have an arrest or criminal accusation currently pending against you? If "YES," please describe. (If a prior arrest or criminal accusation resulted in a conviction, you may need to disclose this information in response to the next question.)

Have you even been convicted of a criminal offense (felony, misdemeanor, or violation)? If "YES," please describe.

## EDUCATION

---

High School \_\_\_\_\_ Graduate  Yes  No  
Address \_\_\_\_\_ Degree/Diploma \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Major \_\_\_\_\_

---

College/University \_\_\_\_\_ Graduate  Yes  No  
Address \_\_\_\_\_ Degree/Diploma \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Major \_\_\_\_\_  
Dates of Attendance \_\_\_\_\_

---

College/University \_\_\_\_\_ Graduate  Yes  No  
Address \_\_\_\_\_ Degree/Diploma \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Major \_\_\_\_\_  
Dates of Attendance \_\_\_\_\_

---

Graduate School \_\_\_\_\_ Graduate  Yes  No  
Address \_\_\_\_\_ Degree/Diploma \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Major \_\_\_\_\_  
Dates of Attendance \_\_\_\_\_

---

Business/Trade School \_\_\_\_\_ Graduate  Yes  No  
Address \_\_\_\_\_ Degree/Diploma \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Major \_\_\_\_\_  
Dates of Attendance \_\_\_\_\_

---

List clerical, laboratory, or technical skills you have, and any office or heavy machinery you can operate which relate to the position for which you are applying:

---

---

Licenses And Certifications: (please list)

---

## EMPLOYMENT

List your employment record beginning with your most recent employment (use a separate sheet if necessary)

---

Employer _____	Dates _____ <i>From</i> _____ <i>To</i> _____
Position Title _____	
Dept./Division _____	Telephone No. (_____) _____
Supervisor _____	
Employer Address _____	Reason for leaving _____
City _____ State _____ Zip _____	
Duties _____	May we contact this employer?
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

---

Employer _____	Dates _____ <i>From</i> _____ <i>To</i> _____
Position Title _____	
Dept./Division _____	Telephone No. (_____) _____
Supervisor _____	
Employer Address _____	Reason for leaving _____
City _____ State _____ Zip _____	
Duties _____	May we contact this employer?
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

---

Employer _____	Dates _____ <i>From</i> _____ <i>To</i> _____
Position Title _____	
Dept./Division _____	Telephone No. (_____) _____
Supervisor _____	
Employer Address _____	Reason for leaving _____
City _____ State _____ Zip _____	
Duties _____	May we contact this employer?
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

---

Employer _____	Dates _____ <i>From</i> _____ <i>To</i> _____
Position Title _____	
Dept./Division _____	Telephone No. (_____) _____
Supervisor _____	
Employer Address _____	Reason for leaving _____
City _____ State _____ Zip _____	
Duties _____	May we contact this employer?
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

## PROFESSIONAL REFERENCES

(Past employers, supervisors, co-workers, etc.)

---

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Length of relationship \_\_\_\_\_

Name \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

Relationship \_\_\_\_\_

Length of relationship \_\_\_\_\_

Name \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

Relationship \_\_\_\_\_

Length of relationship \_\_\_\_\_

**References will not be contacted until after a conditional offer has been made.**

Orange County Community College does not discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identification, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, veteran status, domestic violence victim status, criminal conviction or any other category protected by law. The College adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education.

Inquiries regarding this non-discrimination policy may be directed to:

Iris Martinez-Davis  
Civil Rights Compliance Officer  
115 South Street, Middletown NY  
(845) 341-4662  
[irismartinezdavis@sunyorange.edu](mailto:irismartinezdavis@sunyorange.edu).

Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip 26<sup>th</sup> Floor, New York, NY 10005-2500; Tel. (646) 428-3800; email [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

The College's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

All requirements and documentation for employment authorization, as defined by US Citizen & Immigration Services (USCIS) must be met prior to employment.

I have read the essential duties and job requirements for the position for which I am applying, and am able to perform all these requirements.  Yes  No

I declare and affirm, under penalty of perjury, that all statements made in the foregoing application, including accompanying statements, are true, complete and correct. If I misrepresent or deliberately leave out a fact in my application, I may be refused employment, or if employed, I may be dismissed. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. In addition, by signing this form, I consent and authorize SUNY Orange to contact any educational institutions, former employers, and any other persons or organizations for providing, sharing or using any information they possess concerning my background or record. I understand that any information obtained by SUNY Orange in the course of those contacts will be treated in strictest confidence.

I have read and agree to the above

APPLICANT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_