

## **Application for Employment**

**INSTRUCTIONS:** We consider applicants for all positions without regard to race, color, age, religion, sex, marital status, disability, creed, gender identity, familial status, national origin, ancestry, pregnancy or childbirth, U.S. military service, domestic violence victim status, genetic predisposition or carrier status, criminal background, or sexual orientation. Applications must be filled out completely to be considered. You will be contacted by FMCC if selected for an interview. Applicants are notified of hiring decisions by mail and specific reasons for employment decisions will not be released. We appreciate your interest in Fulton-Montgomery Community College.

			DATE:		
PERSONAL INFORMATIO	N: (Please Print)				
Last Name	First	Middle	Cell Telephone Nu	mber	
Home Address			Home Telephone N	lumber	
City	 State	Zip Code	Business Telephon	o Number	
City	State	zip code	business releption	e Number	
Home Email Address			Business Email Add	Iress	
Position desired:					
Are you currently employ				yes no	
May we contact you at w	ork?			yes no	
When will you be availab	le to begin work?				
Have you ever applied fo If yes, month and year: _				yes no	
Have you ever previously If yes, indicate position:				yes no	
How did you learn of the	position vacancy at F	M?			
Are you legally eligible fo	r employment in the	United States?		yes no	
Will you now or in the fu (e.g., H-1B visa Status)? (	· ·			yes no	
Were you ever dismissed	or discharged from a	ny employment (other t	than lay-off)?	yes no	
Did you ever resign from	any employment rath	ner than face dismissal?		yes no	
For positions requiring o	peration of College ve	chicles: State of Driver L	icense License N	umber	
Special training or skills (	language, computer s	kills, etc.)		<u>.</u>	
Did you ever serve in the	Armed Forces of the	United States?		yes no	
lf so, please indicate brar	nch, duties and specia	ıl training:			
Have you ever been conv	victed of any crime -fe	elony or misdemeanor (s	see exceptions*)?	yes no	
f yes, attach a list of viol	ations with dates of c	onviction and resultant	penalties on a separate s	heet of paper.	
f you answered "YFS" to	any of the questions	above, you may give spe	ecifics on a separate shee	et. If you elect not to provid	le

specifics, however, if such explanation is insufficient; a confidential investigation supplement may be sent to you.

## **EDUCATION HISTORY** (Professional Staff Positions)

In the following section, list all higher education institutions attended beginning with your most recent. Please attach additional Institutions if the space provided is insufficient.

EMPLOYMENT HISTORY  In the following section, list all professional experience, beginning with your present or most recent position position separately, experience relating to the position for which you are applying. If volunteer experiences are application, include them here; indicate "unpaid" for salary.  1) Position Title/Rank: End Date End Date Phone: Address: Immediate Supervisor: Phone: Reason for Leaving: City State Zip Check all that apply: Full Time Part Time % of Time Permanent Temporary and the professional experience, beginning with your present or most recent position position position position position for which you are applying. If volunteer experiences are application, include them here; indicate "unpaid" for salary.  Start Date End Date Phone: Phone: Phone: Phone: Temporary for the position for which you are applying. If volunteer experiences are application, include them here; indicate "unpaid" for salary.	
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Employer:	
Address:  No. Street City State Zip  Duties:  Reason for Leaving:	
Duties: Reason for Leaving:	
Duties: Reason for Leaving:	
Reason for Leaving:	
Check all that apply: Full Time Part Time % of Time Permanent Temporary	
	/
Position Title/Rank: End Date End Date	
Employer:Immediate Supervisor:Phone	
Address: No. Street City State Zip	
Duties:	
Reason for Leaving:	
Check all that apply:Full Time Part Time % of Time Permanent Temporary	
Position Title/Rank: End Date End Date	
3) Position Title/Rank: End Date End Date	
Employer:Immediate Supervisor:Phone	
Address:	
No. Street City State Zip	
Duties:	
Reason for Leaving:  Check all that apply: Full Time Part Time % of Time Permanent Temporary	

<b>4)</b> Position Title/Rank:			Start Date	End	Date	
Employer:		Immediate S	upervisor:		Phone	
Address:						
No.	Street	City		State	Zip	
Duties:						
Reason for Leaving:						
Check all that apply:Fu	II Time Part Time		_ % of Time	Permanent		_ Temporary
<b>5)</b> Position Title/Rank:			Start Date	Enc	d Date _	
Employer:			Immediate S	upervisor:		Phone
Address:						
No.	Street	City		State	Zip	
Duties:						
Reason for Leaving:						
Check all that apply:Fu	Il Time Part Time		_% of Time	Permanent		_ Temporary
<b>6)</b> Position Title/Rank:			Start Date	Enc	d Date _	
Employer:			Immediate S	upervisor:		Phone
Address:						
No.	Street	City		State	Zip	
Duties:						
Reason for Leaving:						
Check all that apply:Fu						_ Temporary
Please identify any gaps of	employment greater th	nan (3) mo	onths:			
Resumes may be a	attached to indicate add	ditional ex	perience or skills			
REFERENCES: Please provide the names, a references. Your signature references regarding your page 1	on this application for	m authori	zes Fulton-Montg	omery Commu	nity Coll	•
No.	Street	City		State	Zip	
Email Address:			Phone	e:		
2. Name/Title/Organiza	ation or relationship to	you:				
Address: No.	Street	City		State	Zip	
		•	Phone		•	
	zation or relationship to					
No.	Street	City		State	Zip	
Email Address:			Phone	<u>:</u>		

4.	. Name/Title/Organiza	ation or relationship	to you:	<del> </del>			
	Address:	Street	City	State		Zip	
	Email Address:			Phone:			
5.	. Name/Title/Organiza	ation or relationship	to you:				
	Address:						
	No. Email Address:	Street	City	State Phone:		Zip	
May v	ve contact your preser	nt employer?	yes		no	Please call	me first
	dditional information t tion or employment v						ces for
make	ant to section 210.45 a false statement her oresent or deliberately	ein. The informatio	on provided in this	Application for E	mployment	is true, correct, and	d complete. If
emplo to my organ and Fl any in	dition, I consent and overs, credit reporting application here. I dizations to provide and MCC from all liability formation obtained by	agencies, and any o hereby authorize a d share any informa or responsibility for r Fulton-Montgome	ther persons or org any other education ition they possess of supplying or requiry Community Colle	anizations whome onal institutions, concerning my ba esting information ege in the course	it determing former emackground of an for such a of those co	nes might have infor aployers, or such of or record to FMCC ar an investigation. It antacts will be treate	mation relevanther persons of the release them understand that in confidence
I unde workp	erstand that employm place.	ent is contingent up	oon receipt of veri	fication of educa	tional crede	entials. FMCC maint	ains a drug free
I have	read and agree to the lete.	e above and hereby	certify that the fa	cts I have provide	ed in the En	nployment Applicati	on are true and
By pri	nting my full name bel	ow, I understand an	d agree that this w	ill constitute my	electronic si	ignature.	
 Signat	ure			Date	<u> </u>		

<sup>\*</sup> Answering "yes" to the question about whether there is a prior conviction may or may not preclude employment, depending on the nature of 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. You should answer "No" if: a) Your conviction was sealed by a court or b) the criminal action or proceeding was terminated in your favor: the action was dismissed either at the initial stage or on appeal; you received an Adjournment win Contemplation of Dismissal and the adjournment period has lapsed; 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 felony or misdemeanor was withdrawn and you were resentenced to a violation which was sealed by the court, or the completion of the program resulted in dismissal of all charges by the court.