

Application for Employment

INSTRUCTIONS: We consider applicants for all positions without regard to race, color, age, religion, sex, marital status, disability, creed, gender identity and expression, familial status, national origin, ancestry, pregnancy or childbirth, U.S. military service, veteran status, domestic violence victim status, genetic predisposition or carrier status, criminal background-prior arrest or conviction record, 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 N	umber	
Home Address			Home Telephone	Number	
City	State	Zip Code	Business Telepho	ne Number	
Home Email Address			Business Email Ad	ddress	
Position desired:					
Are you currently employ	ved?			yes no	
May we contact you at w	ork?			yes no	
When will you be availab	le to begin work?			<u>.</u>	
Have you ever applied for formalf 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 fut (e.g., H-1B visa Status)? (I	•			yes no	
Were you ever dismissed	yes no				
Did you ever resign from	any employment rath	ner than face dismissal?		yes no	
For positions requiring op	peration of College ve	chicles: State of Driver L	icense License	Number	
Special training or skills (I	anguage, computer s	kills, etc.)			
Did you ever serve in the	Armed Forces of the	United States?		yes no	
lf so, please indicate brar	nch, duties and specia	l training:			
Have you ever been conv	ricted of any crime -fe	elony or misdemeanor (s	ee exceptions*)?	yes no	
If yes, attach a list of viola	ations with dates of c	onviction and resultant	penalties on a separate	sheet of paper.	
if you answered "YFS" to	any of the questions	ahove you may give sne	ecifics on a separate she	et If you elect not to provide	6

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.

Institution				Dates of A	Attendance	Degree Earn # of Credits earned		Academic Major
EMPLOYMENT HISTOR In the following section position separately, exapplication, include the	on, list all prof perience relation	ng to the pos	ition for	which you are ap	•		•	
1) Position Title/Rank:				Start Date		End Date		
Employer:				Immediate S	upervisor: _		Ph	ione:
Address:								
No. Duties:			City		State	Zip		
Reason for Leaving:								
Check all that apply: _					Permar	nent	Tem	porary
2) Position Title/Rank:				Start Date		End Date		
Employer:				Immediate S	upervisor: _		Р	hone
Address: No.	Str	eet	City		State	Zip		
Outies:			•		State	Zip		
Reason for Leaving:								
Check all that apply: _	Full Time	Part Time _		_ % of Time	Perma	nent	_ Temp	orary
Position Title/Rank:				Start Date	Er	nd Date		
3) Position Title/Rank:				Start Date		End Date		
Employer:				Immediate S	upervisor: _		P	hone
Address:		eet	City		State	Zip		
Duties:			•		State	ΖΙΡ		
Reason for Leaving:								
Check all that apply: _	Full Time	Part Time _		_ % of Time	Perma	nent	_ Temp	orary

4) Position Title/Rank:			_Start Date	En	d Date	
Employer:			_Immediate Sup	pervisor:		Phone
Address:						
No.	Street	City		State	Zip	
Duties:						
Reason for Leaving:						
Check all that apply:Fu	ıll Time Part Time _	%	of Time	Permaner	nt	_ Temporary
5) Position Title/Rank:			Start Date	Er	nd Date	
Employer:			_Immediate Sup	pervisor:		Phone
Address:						
No. Duties:	Street	City		State	Zip	
Reason for Leaving:						
Check all that apply:Fu				Permaner	nt	_Temporary
6) Position Title/Rank:			Start Date	Er	nd Date	
Employer:			_Immediate Sup	pervisor:		Phone
Address:						
No.	Street	City		State	Zip	
Duties:						
Reason for Leaving:						
Check all that apply:Fu	ull Time Part Time _	%	of Time	Permaner	nt	_ Temporary
Please identify any gaps of	employment greater tha	an (3) mont	ns:			
Resumes may be a	attached to indicate add	tional expe	rience or skills.			
references. Your signature references regarding your 1. Name/Title/Organi	on this application form professional background zation or relationship to	authorizes and capabi you:	Fulton-Montgo lities in relation	mery Commi to the position	unity Colle on you are	e seeking.
No.	Street	City		State	Zip	
	Street			State	Zip	
Email Address:			Phone:			
	zation or relationship to					
No.	Street	City		State	Zip	······
Email Address:			Phone:			

4.	. Name/Title/Organization or relationship to you:									
	Address: No.	Street	City		State	Zip				
	Email Address:			Phone:						
5.	Name/Title/Organiza									
	No. Email Address:	Street	City	Phone:	State	Zip				
May w	ve contact your preser	nt employer?	yes		no	Please call me f				
	dditional information t tion or employment v	_			•	nable to check references	for			
In added to my organi and FI any interview workp	dition, I consent and yers, credit reporting application here. I zations to provide and MCC from all liability formation obtained by trstand that employmlace.	y leave out a fact in rauthorize Fulton-Magencies, and any othereby authorize ad share any information responsibility for y Fulton-Montgomer ent is contingent up	ny application, I lontgomery Con ther persons or they other educa- tion they posses supplying or re ty Community Coon receipt of v	may be refuse mmunity Collegorganizations vational institutes as concerning requesting informal informal informal informal college in the col	d employment ge to contact whom it deterr ions, former on ny background mation for suc- turse of those ducational cre	ant is true, correct, and cont, or if employed, I may be any educational institution mines might have informational employers, or such other dor record to FMCC and rech an investigation. I undecontacts will be treated in edentials. FMCC maintains	ons, former on relevant persons or elease them erstand that confidence a drug free			
I have compl	_	e above and hereby	certify that the	facts I have p	ovided in the	Employment Application a	re true and			
By prir	nting my full name bel	low, I understand and	d agree that this	s will constitute	e my electronio	c signature.				
Signat	ure				Date					

lh 9/27/17

^{*} 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.