

Office of Human Resources

Employment Application

First Name _____ Middle Initial _____ Last Name _____ Date _____

Position seeking _____ Salary expected _____ Date available _____

Permanent Full Time
 Temporary Part Time If part time, specify days and hours _____

How did you learn about this position? _____

Personal

Street Address _____ City, State, Zip _____

Home Phone _____ Business Phone _____

Have you ever applied for employment with NYLS?
 Yes No If yes: Month and Year _____ Department _____

Do you have any relatives working or studying at NYLS? Yes No

Are you legally eligible for employment in the United States? Yes No

Are you under 18? Yes No

Have you ever been convicted of a crime? Yes No If yes, please describe _____

Education

School	Name and Location of School	Course of Study	No. of Years Completed	Degree or Diploma
College				
Other				
High School				

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Employment Application (continued)

Military

Have you served in the U.S. Military? Yes No

Dates of Active Duty _____ Rank at Discharge _____

Description of Duties _____

Employment

Please give accurate and complete full-time and part-time employment record, starting with present or most recent employer.

1.

Employer _____ Telephone _____

Address _____ Employed (State Month and Year) _____
From To

Name of Supervisor _____ Weekly Pay _____
Start Last

State Job Title and Describe Your Work _____

Reason for Leaving _____

May we contact this employer? Yes No

2.

Employer _____ Telephone _____

Address _____ Employed (State Month and Year) _____
From To

Name of Supervisor _____ Weekly Pay _____
Start Last

State Job Title and Describe Your Work _____

Reason for Leaving _____

May we contact this employer? Yes No

3.

Employer _____ Telephone _____

Address _____ Employed (State Month and Year) _____
From To

Name of Supervisor _____ Weekly Pay _____
Start Last

State Job Title and Describe Your Work _____

Reason for Leaving _____

May we contact this employer? Yes No

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Employment Application (continued)

Additional Information

Please indicate any other information you think may be helpful.

References

Please list three professional references and one personal reference.

1. Professional

Name _____ Title _____

Company _____

E-mail Address _____ Phone _____

2. Professional

Name _____ Title _____

Company _____

E-mail Address _____ Phone _____

3. Professional

Name _____ Title _____

Company _____

E-mail Address _____ Phone _____

4. Personal

Name _____ Title _____

Company _____

E-mail Address _____ Phone _____

Remarks

Authorization

By typing my name below I certify that the above statements are true and correct to the best of my knowledge, and that this information can be used for the purpose of processing my employment application and information. I understand that misrepresentation or omission of facts called for may result in my disqualification or dismissal.

Date _____

Signature _____