



Human Resources Department
 435 Glenwood Road, Binghamton, NY 13905
 Phone: 607-766-3823

www.btboces.org/JobOpportunities.aspx

DO NOT WRITE IN THIS SPACE

1. _____ Full - Time Part - Time
Title of Position Applying For Temporary Summer

No persons shall be denied equal protection of the laws of this County, State, Nation or any subdivision thereof. No person shall, because of race, color, creed, religion, age, sex, national origin or sponsor, be subjected to any discrimination in his civil rights by any person, department or any institutional, agency or subdivision of Broome County. The NYS Human Rights Law prohibits discrimination because of age. Broome County Government does not discriminate on the basis of physical or mental disability and will make reasonable accommodations for individuals with disabilities during application, examination, interviewing and employment.

BROOME COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

A clear understanding of your background and work history will aid us in placing you in a position that best meets your qualifications. **DIRECTIONS:** Please print using black ink or type. Answer all questions. Write "No" or "None" where applicable.

2. NAME _____ 3. SOC. SEC. NUMBER _____
 Last First Middle

4. LEGAL ADDRESS _____
 Street County
 City State Zip

5. MAILING ADDRESS _____
 (If different from above) Street City State / Zip

6. EMAIL _____ 7. CELL (____) _____

8. HOME PHONE (____) _____ 9. WORK PHONE (____) _____

(Please notify immediately of any changes.)

10. EDUCATION: Circle last grade completed - 6 7 8 9 10 11 12 13 14 15 16 17 18

	Name and School Location	Graduated? Yes or No	Type of Degrees	No. of credits completed
High School last attended				
Colleges or Universities				
Other				

FOR DEPARTMENT USE ONLY

Approved Disapproved Reviewer's Initials _____

Comments: _____

11. EMPLOYMENT EXPERIENCE - List all permanent employment since high school. List any summer, part-time, temporary employment, which includes experience that may qualify you for the position sought. If additional space is required, use supplemental sheets. Start with your most recent or current position.

A.
Company Name _____
Type of Business _____
Address _____
Your Position Title _____
Supervisor's Name _____
and Title _____
Employed From (date) _____ To (date) _____
Salary - Starting _____ Final _____ Hours/Week _____
Describe your duties and responsibilities in detail _____

Reason for leaving (Please explain fully.) _____

B.
Company Name _____
Type of Business _____
Address _____
Your Position Title _____
Supervisor's Name _____
and Title _____
Employed From (date) _____ To (date) _____
Salary - Starting _____ Final _____ Hours/Week _____
Describe your duties and responsibilities in detail _____

Reason for leaving (Please explain fully.) _____

C.
Company Name _____
Type of Business _____
Address _____
Your Position Title _____
Supervisor's Name _____
and Title _____
Employed From (date) _____ To (date) _____
Salary - Starting _____ Final _____ Hours/Week _____
Describe your duties and responsibilities in detail _____

Reason for leaving (Please explain fully.) _____

D.
Company Name _____
Type of Business _____
Address _____
Your Position Title _____
Supervisor's Name _____
and Title _____
Employed From (date) _____ To (date) _____
Salary - Starting _____ Final _____ Hours/Week _____
Describe your duties and responsibilities in detail _____

Reason for leaving (Please explain fully.) _____

REFERENCES

Applicant Name: _____

BOCES prefers that all three references listed be professional references (meaning the person should be familiar with your work). *If necessary, two professional and one personal reference will be accepted. The listing of relatives is not acceptable.*

NAME: _____

COMPANY/POSITION: _____

ADDRESS: _____

TELEPHONE : DAY (607) _____ EVENING (607) _____

NAME: _____

COMPANY/POSITION: _____

ADDRESS: _____

TELEPHONE : DAY (607) _____ EVENING (607) _____

NAME: _____

COMPANY/POSITION: _____

ADDRESS: _____

TELEPHONE : DAY (607) _____ EVENING (607) _____

**NOTE: ALL CURRENT OR PREVIOUS EMPLOYMENT
AT BROOME-TIOGA BOCES MUST BE NOTED ON
APPLICATION.**