

CLINTON COMMUNITY COLLEGE **PROFESSIONAL EMPLOYMENT APPLICATION**
 136 Clinton Point Drive, Plattsburgh, New York 12901

PERSONAL INFORMATION *(Please Print or Type)* **Date:** _____

LAST NAME _____ FIRST _____ MIDDLE _____

STREET ADDRESS _____ HOME NUMBER _____

CITY _____ STATE _____ ZIP CODE _____ BUSINESS OR CELL NUMBER _____

Have you ever applied for employment with us? Yes No If yes, month and year: _____

Have you ever worked for Clinton Community College? Yes No If yes, indicate position: _____

Are you currently employed? Yes No May we contact you at work? Yes No

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

When will you be available to begin work? _____

Other special training or skills (language, computer skills, etc.) _____

Type of position desired: _____ Salary Expected: \$ _____

Are you able to perform the essential functions of the position with or without accommodations? Yes No

How did you learn of the position vacancy at Clinton Community College? _____
Webpage/CCC Employee/Chronicle of Higher Education/Plattsburgh Press Republican/Other (please specify)

Are you related to anyone currently working for Clinton Community College? _____
If yes, give name

EDUCATION *(List all educational institutions attended.)*

School	Name & Location	Course of Study	Dates Attended (Month/Year)	Did you Graduate?	Degree or Diploma
COLLEGE/ UNIVERSITY or TECHNICAL SCHOOL					
COLLEGE/ UNIVERSITY or TECHNICAL SCHOOL					
COLLEGE/ UNIVERSITY or TECHNICAL SCHOOL					
HIGH SCHOOL LAST ATTENDED					

EMPLOYMENT HISTORY (Please begin with present or most recent employer.)

1. Name of Employer _____
Address _____
Telephone: _____ Supervisor _____
Employed from _____ to _____ ; Please check: Full Time Part Time
Salary: Beginning \$ _____ week/month/year Ending \$ _____ week/month/year
Job title and description of work _____

Reason for leaving _____

2. Name of Employer _____
Address _____
Telephone: _____ Supervisor _____
Employed from _____ to _____ ; Please check: Full Time Part Time
Salary: Beginning \$ _____ week/month/year Ending \$ _____ week/month/year
Job title and description of work _____

Reason for leaving _____

3. Name of Employer _____
Address _____
Telephone: _____ Supervisor _____
Employed from _____ to _____ ; Please check: Full Time Part Time
Salary: Beginning \$ _____ week/month/year Ending \$ _____ week/month/year
Job title and description of work _____

Reason for leaving _____

4. Name of Employer _____
Address _____
Telephone: _____ Supervisor _____
Employed from _____ to _____ ; Please check: Full Time Part Time
Salary: Beginning \$ _____ week/month/year Ending \$ _____ week/month/year
Job title and description of work _____

Reason for leaving _____

REFERENCES *List 3 professional references, other than relatives or friends, who have knowledge of your work experience and/or education:*

Name	Address	Telephone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

BACKGROUND

1. Have you ever been dismissed, resigned from, entered into a settlement agreement, or otherwise left employment to avoid investigation and/or dismissal for alleged misconduct? () **Yes** () **No**
2. Have you ever been discharged from employment because your work or conduct was not satisfactory? () **Yes** () **No**
3. Did you ever receive a discharge from the Armed Forces of the United States, which was other than "Honorable"? () **Yes** () **No**
4. Have you ever had an application for a teaching credential issued in New York or any other jurisdiction denied? () **Yes** () **No**
5. Have you ever had a teaching credential issued in New York or any other jurisdiction revoked, suspended, annulled or otherwise invalidated? () **Yes** () **No**
6. Have disciplinary proceedings ever been initiated against you pursuant to New York State Education Law Section 3020-a or the disciplinary provisions of any other jurisdiction? () **Yes** () **No**
7. Have you ever been the subject of a report filed with the New York State Education Department pursuant to Part 83 of the Commissioner's Regulations (Determination of Moral Character)? () **Yes** () **No**
8. Have you ever been convicted of any crime? () **Yes** () **No**

If you answered "yes" to any of the above, please give details and submit a copy of the court record(s) including disposition of case: _____

PLEASE NOTE ANY ADDITIONAL INFORMATION YOU CONSIDER SIGNIFICANT AND RELEVANT TO EMPLOYMENT

I declare and affirm, under the 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 further declare and affirm that any arrest and/or conviction that occurs subsequent to the date of this application but prior to the issuance of any certificate will be reported in writing to the Office of Teaching, Teacher Discipline Unit, Education Building-5 North, Albany, New York 12234. I understand that my failure to report such information may result in the invalidation of my certificate. 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 Clinton Community College to contact any educational institutions, former employers, and any other persons or organizations whom it determines might have information relevant to my application here. I hereby release Clinton Community College and any educational institutions, former employers, or such other persons or organizations for providing, sharing or using any information they possess concerning my background or record. I further consent to the release of information by the Department for purpose of ascertaining my moral character pursuant to 8 NYCRR 83 of the Commissioner's Regulations. I understand that any information obtained by Clinton Community College in the course of those contacts will be treated in strictest confidence. I have read and agree to the above.

Signature

Date

Clinton Community College does not discriminate on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, sexual orientation, gender identity, transgender status, pregnancy, predisposing genetic characteristics, domestic violence victim status, military status or status as a disabled veteran or veteran of the Vietnam era or other statuses protected by law. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary.