



Employment Application

Welcome to The Research Foundation for The State University of New York, a private nonprofit educational corporation. We appreciate your interest in our organization. Please provide all the information requested on this application. Thank you.

We are an equal opportunity/affirmative action employer. Personnel are chosen on the basis of ability without regard to race, color, religion/creed, sex, age, national origin, citizenship, disability, marital status, military or veteran status, domestic violence victim status, sexual orientation or any other trait protected by federal, state, or local law.

Please return completed application to:

Position applied for: _____ Department/office: _____

Name: _____
(Last) (First) (Middle Initial) Telephone Number: _____

Address: _____
(Number & Street) (City) (State) (Zip Code)

Email address: _____

Do you have the legal right to work in the United States? Yes No

Are you under 18? Yes No

Proof of identity and authorization to work in the United States are required prior to employment.

Have you ever been employed by The Research Foundation for The State University of New York? Yes No

If yes, please explain: _____

Do you have a family member(s), relative(s), significant other, or member of your household working for the Research Foundation for SUNY? Yes No. If yes, please provide his/her name(s) and department(s) in which he/she works: _____

Have you ever, or are you currently involved in any form of disciplinary/investigative process before any state licensing body or any accrediting body? Yes No If yes, please provide dates and details of circumstances. _____

Are you currently debarred, suspended or otherwise ineligible to work on any federally funded or state funded program? Yes No

Applicants are not required to disclose information pertaining to sealed conviction records, youthful offender adjudications, or criminal charges that have been resolved in favor of the applicant (e.g., dismissal). **Applicants for Employment in the Cities of Buffalo, NY or Rochester, NY should not complete the question related to criminal history below. Applicants for employment in those cities will be required to complete a disclosure document of criminal history after the completion of an initial interview.**

Have you ever been convicted of, or pled guilty or no contest to, a crime (felony or misdemeanor) other than a minor traffic violation?

Yes No If yes, please give specifics: _____

Do you have any criminal charges pending against you? Yes No If yes, please give specifics: _____

A conviction or pending criminal charges is not an automatic bar from employment. Each case is considered and evaluated on its individual merits in relation to the duties and responsibilities of the position for which you are applying.

My resume/curriculum vitae with employment history Is Is not attached.

If your resume/curriculum vitae is not attached, you must provide your education and employment history, beginning with your present or last employer, on the reverse side of this application or on additional sheets. The name, address, and telephone number of three references must be provided.

I hereby authorize investigation of all statements contained in this application and attached resume, curriculum vitae, or other data/documentation as provided. I certify that such statements are true and understand that misrepresentation or omission of facts called for in this form or during the application, interviewing, or screening process may result in a decision not to hire me or, if I have been hired, to end my employment without notice. I hereby also agree to hold the Research Foundation harmless in divulging the information contained in this application form as well as any personnel records developed as a result of employment with the Research Foundation.

A pre-employment examination by a Research Foundation designated physician may be required if physical condition is a job-related qualification. For some positions, a pre-employment physical examination is required by law.

I also agree, if employed, to abide by all policies and procedures of the Research Foundation.

I understand that if hired by The Research Foundation, my employment is terminable at will, with or without cause, based on the employment needs of The Research Foundation as it may determine in its sole discretion. This RF policy of at-will employment may be revised, deleted, or altered only by a written employment agreement signed by the RF President or President designee.

____ Applicant's Signature Date

Education

High School: (Name and Location) Course: Graduate:
 Yes No

Business or Trade Schools: (Name and Location) Course: Graduate:
 Yes No

Special Skills or Training: Licenses Held:

College: (Name and Location)

Degree: Major: Graduate:
 Yes No

Graduate School: (Name and Location) Graduate:
 Yes No

Degree: Major:

Employment

List your employment record starting with your present or last employer first. Show all employment and periods of unemployment if more than one month. Include military service. Use additional sheets if necessary.

Employer One

Date From: Month/Year Employer's Name Department, Division, or Section

To: Month/Year Address Supervisor Telephone Number

Title: Starting Salary Last Salary

Briefly describe the duties of your position:

Reason for leaving: May we contact this employer? Yes No

Employer Two

Date From: Month/Year Employer's Name Department, Division, or Section

To: Month/Year Address Supervisor Telephone Number

Title: Starting Salary Last Salary

Briefly describe the duties of your position:

Reason for leaving: May we contact this employer? Yes No

Employer Three

Date From: Month/Year Employer's Name Department, Division, or Section

To: Month/Year Address Supervisor Telephone Number

Title: Starting Salary Last Salary

Briefly describe the duties of your position:

Reason for leaving: May we contact this employer? Yes No

References

Give name, address, and telephone number of three work-related references.

Attached Not Attached