



The New York State Education Department  
OFFICE OF HUMAN RESOURCES MANAGEMENT

# Application for Employment

## PERSONAL HISTORY

Name (Last, First, MI)		Provide Any Other Names Used	
Street Address		City	State Zip Code
Home Phone ( )	Work Phone ( )	Cell Phone ( )	
EMAIL ADDRESS	SOCIAL SECURITY NUMBER (First Seven Digits Only) - - XX	ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No	
ARE YOU OVER 18 YEARS OLD? <input type="checkbox"/> Yes <input type="checkbox"/> No	DO YOU HAVE A DRIVER'S LICENSE? STATE LICENSE # <input type="checkbox"/> Yes <input type="checkbox"/> No		
HOW DID YOU HEAR ABOUT OUR VACANCY? <input type="checkbox"/> Facebook <input type="checkbox"/> StateJobsNY <input type="checkbox"/> SED Website <input type="checkbox"/> Other			
HAVE YOU EVER WORKED FOR THE STATE EDUCATION DEPARTMENT? <input type="checkbox"/> Yes <input type="checkbox"/> No			
IF SO, DATES:			
HAVE YOU EVER WORKED FOR ANOTHER NEW YORK STATE AGENCY? <input type="checkbox"/> Yes <input type="checkbox"/> No			
IF SO, AGENCY: DATES:			
Answer the following questions by checking either "Yes" or "No". If you answer "Yes" to any of the following questions, provide details in the space provided (attach additional sheets as necessary). A "Yes" answer to any of these questions does not represent an automatic bar to employment. Each application for employment is evaluated on its individual merits and against the duties, responsibilities and qualifications of the position being filled. However, your failure to respond to these questions may result in your removal from further consideration for employment.			
<input type="checkbox"/> Yes <input type="checkbox"/> No 1. Have you ever been discharged or dismissed from any public or private employment for reasons other than lack of work or lack of funds?			
<input type="checkbox"/> Yes <input type="checkbox"/> No 2. Have you ever resigned from any position rather than face dismissal or disciplinary charges?			
<input type="checkbox"/> Yes <input type="checkbox"/> No 3. Have you ever failed probation at another state agency?			
<input type="checkbox"/> Yes <input type="checkbox"/> No 4. Have you ever been convicted of a crime (felony or misdemeanor)?*			
<input type="checkbox"/> Yes <input type="checkbox"/> No 5. Are any criminal charges currently pending against you?			
DETAILS: _____			
* You should answer "No" if one of the following conditions apply: - Your conviction was sealed by a court, or - The criminal action or proceeding was terminated in your favor, e.g. you were acquitted or dismissed, you received an adjournment in contemplation of dismissal and the adjournment period has lapsed, or - The procedure 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 - After completing a treatment program, your plea to a felony or a misdemeanor was withdrawn and you were resentenced to a violation which was sealed by the court, or the completion of the program resulted in a dismissal of all charges by the court.			
Failure to disclose a prior conviction that does not meet the above criteria may result in denial of employment based on falsification of the application for employment.			

**An Equal Opportunity Employer**

New York State and Federal Law prohibit discrimination on the basis of race, creed, color, national origin, religion, age, sex, military, and marital status, disability, genetic predisposition, sexual orientation and criminal record.

**For the purposes of reviewing your employment application, identify any relatives, including members of your household currently employed by the New York State Education Department. Please identify employee(s) and relationship. If you do not have relatives employed by the New York State Education Department, please answer “N/A” below.**

**EDUCATION** (*Must be filled out completely. “See attached resume” is not acceptable.*)

	Name of School and Location	Attended		Credit Hours Completed	Did You Graduate?	Major Subject	Degree Received
		From	To				
High School or Equivalency							
College, University, or Technical School							
Graduate or Professional School							
Other Schools or Special Courses							

**PROFESSIONAL LICENSES/CERTIFICATIONS**

Professional Licenses/Certifications	Permanent or Provisional	Certificate or License #	Name of Issuing Agency or State	Effective Date	Expiration Date

**WORK EXPERIENCE** (*Must be filled out completely. “See attached resume” is not acceptable.*)

Name, Address & Telephone Number of Employer	Salary/ Hourly Rate	From (MM/YYYY)	To (MM/YYYY)
Supervisor:		/	/
Title & Duties			
Name, Address & Telephone Number of Employer	Salary/ Hourly Rate	From (MM/YYYY)	To (MM/YYYY)
Supervisor:		/	/
Title & Duties			
Name, Address & Telephone Number of Employer	Salary/ Hourly Rate	From (MM/YYYY)	To (MM/YYYY)
Supervisor:		/	/
Title & Duties			

**REFERENCES**

Name	Telephone Number	Type of Reference (i.e. Professional, Personal, Supervisor, etc.)
	( ) -	
	( ) -	
	( ) -	

**DUAL EMPLOYMENT**

If offered a position with the State Education Department, will you maintain employment elsewhere? (If yes, please identify other position(s); including self-employment)

<b>Name of Organization:</b>
<b>Address:</b>
<b>Title of Position:</b>
<b>Dates: From</b> / / <b>To</b> / /

**AFFIRMATION**

**I affirm that all statements made on this form, including any accompanying papers, are true, accurate and complete to the best of my knowledge under penalty of perjury. I further authorize investigation of said statements. Verification of information may be required prior to appointment. I understand that any false, incomplete or misleading statements made on this form or accompanying papers may nullify my appointment or lead to my dismissal.**

**Print Name**

**Signature**

**Date**

**AUTHORIZATION**

**I hereby authorize the New York State Education Department to investigate references from my previous employers. I further authorize any former employer, military records center, and any former school to provide the New York State Education Department any and all information including, but not limited to, information as to my character, work habits, work performance and education, qualifications, and fitness for the position, thereby releasing and discharging said institutions from any claims, liabilities or damages whatsoever incurred in furnishing such information.**

**Print Name**

**Signature**

**Date**

**PERSONAL PRIVACY PROTECTION NOTIFICATION**

The information you are providing on this application is being requested pursuant to New York State Public Authorities Law and Civil Service Law for the purposes of determining eligibility for employment, administering employee benefit programs and administering other authorized employment programs pursuant to local, state or federal law. Failure to provide the requested information may, in the sole discretion of the New York State Education Department, prevent your initial hiring or result in the termination of your employment. If appointed, this employment application will be filed in your personal history folder maintained by the *Office of Human Resources Management, New York State Education Department, 89 Washington Avenue, Albany, New York 12234.*