Application for Employment

Broome Community College Foundation Phonathon Position

PO Box 1017, Binghamton, NY 13902 ▪ Wales Administration Building 201

This application must be completed and signed personally by the applicant. Each question must be answered in full. If answer is NO or NONE, indicate same. We appreciate your interest in our organization.

The Broome Community College Foundation, Inc. subscribes to all Federal and State statutes which prohibit discrimination. We consider all applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital, or any other legally protected class or status.

Please print neatly.

Name: _____
Last First Middle Initial

Address: _____
Street PO Box / Apt#

_____
City State Zip County

Home Phone: _____ Cell Phone: _____

E-mail Address: _____ (most frequently used account)

Education: *Circle last grade completed* 6 7 8 9 10 11 12 13 14

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

Employment Experience: List all employment since high school. Attach additional sheet if needed.

1. Company: _____ Type of Business: _____

Address: _____

Position Title: _____ Supervisor's Title: _____

Employed from (dates): _____ to _____

Salary – Starting: _____ Final: _____ Hours/Week: _____

Describe your duties and responsibilities in detail: _____

_____

Reason for leaving (Please explain fully):_____

Please Complete Reverse Side

2. Company: _____ Type of Business: _____

Address: _____

Position Title: _____ Supervisor's Title: _____

Employed from (dates): _____ to _____

Salary – Starting: _____ Final: _____ Hours/Week: _____

Describe your duties and responsibilities in detail: _____

_____

Reason for leaving (Please explain fully):_____

Are you 18 years or older? [ ] Yes [ ] No

Do you have the legal right to accept employment in the United States? [ ] Yes [ ] No
(Non-citizens may be required to produce 1-151 or 1-551 alien registration cards at time of appointment)

Have you been convicted of and/or plead guilty to a Felony or Misdemeanor in the past? [ ] Yes [ ] No
If yes, please provide us on an attached sheet of paper with the specific nature and details of the crime(s), date(s), court location, sentencing information and disposition of sentence. (Please note: a conviction record will not necessarily be a bar to employment.)

Have you ever worked for the BCC Foundation Phonathon in the past? [ ] Yes[ ] No

Do you have any telemarketing experience? [ ] Yes [ ] No
(If yes, describe where, when and for what): _____

_____

What is your major at SUNY Broome? _____

Describe any campus/community clubs/activities in which you are involved:

_____

Which shifts are you available to work?
[ ] Sunday: 3:00 – 6:00 p.m. [ ] Monday: 6:00 – 9:00 p.m. [ ] Tuesday: 6:00 – 9:00 p.m.
[ ] Wednesday: 6:00 – 9:00 p.m. [ ] Thursday: 6:00 – 9:30 p.m.

Exceptions: _____

How many shifts per week would you prefer to work? [ ] 4 shifts [ ] 3 shifts [ ] 2 shifts

I certify that the information I have provided you is true. I authorize investigation of any information provided on this application and authorize investigation of my employment record and references. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I understand that any misrepresentation, falsification or omission is cause for voiding this application or termination of employment if hired. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages or salary, be terminated at any time without any prior notice.

_____ _____
Date Signature of Applicant