

Faculty/Administrative/Professional Employment Application

Position you are applying for _____ Date of Application _____

Where did you hear about this position?

Personal Data

Name _____ E-mail Address _____

Address _____ City, State, Zip _____

Primary phone Number _____ Other phone _____

Have you ever worked for Cobleskill or SUNY? No Yes If Yes, give particulars: _____

List any other names you may have gone to school or worked under: _____

Education (List from most current)

Degree or Certification	Major Course(s) of Study	Institution/Date Obtained

Job Data (List from most current and PLEASE DO NOT WRITE "SEE RESUME")

Current/Last Employer _____ Dates of Service _____

Illustrative Job Title and/or Summary of duties _____

Employer _____ Dates of Service _____

Illustrative Job Title and/or Summary of duties _____

Employer _____ Dates of Service _____

Illustrative Job Title and/or Summary of duties _____

References

(List name and contact info for at least three individuals who can speak to your professional work-related behaviors)

1: Current or latest supervisor: _____

2: Former supervisor: _____

3: _____

4: _____

5: _____

Comments (include here any employer you do NOT wish us to contact and why): _____

Applicant must complete all information requested above as well as all information listed on the Employment Application Checklist or your application will be considered incomplete and you may not be given consideration for employment

SUNY Cobleskill Employment Instructions and Checklist

Checklist of materials required to complete your application

- Employment Application
- Resume and cover letter
- Preemployment Certification Form
- Equal Employment Opportunity Data Collection Sheet (optional)
- Transcripts from all post-secondary institutions **only if** requested in job announcement (copies are accepted for application; OFFICIAL transcripts required upon hire.)

Application Process at SUNY Cobleskill

Cobleskill considers only those applications submitted for a specific posted position. Unsolicited resumes or application materials are discarded after 30 days. We do NOT maintain an applicant database, so applicants applying to multiple jobs must submit multiple applications at the time of the job posting.

Applications are reviewed by a position search committee which is exclusively responsible for determining applicant eligibility for an open position based on posted job requirements.

Applicants are typically contacted for a telephone interview first and finalists are invited to campus for in-person interviews which occur in a group setting. In addition to a traditional interview, academic applicants may be required to give a teaching demonstration in their area of application. Administrative applicants typically appear in an open forum setting to answer questions from the general college community.

Recruitment for open positions may begin months before the position actually becomes available. Applicants are strongly encouraged to contact Human Resources at (518) 255-5423 to check on the status of their application and to ensure that all application materials have been submitted.

Forward all application materials to:

State University of New York
Human Resources Department
106 Suffolk Circle
Cobleskill, NY 12043
(518) 255-5423 (voice)
(518) 255-5657 (fax)
HumanResources@cobleskill.edu

SUNY Cobleskill is an Affirmative Action/Equal Opportunity educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity, and that access to facilities and services shall be available to all people regardless of their race, color, religion, sex, national origin, age, veteran status, disability, marital status, or sexual orientation. This principle is applicable to every member of the SUNY Cobleskill community, both students and employed personnel at every level, and to all facilities and services.

Cobleskill employs United States citizens and persons lawfully authorized to work in the United States. All qualified individuals are encouraged to apply.

Individuals with disabilities requiring accommodation during the hiring process should notify the Human Resources Office at (518) 255-5514 by the filing deadline.

Para la traducción de, o ayuda con, cualquier material de esta solicitud, pongase en contacto con el departamento de Recursos Humanos al (518) 255-5514

PREEMPLOYMENT CERTIFICATION

All candidates interviewed for academic and administrative faculty positions must execute the following certification as a condition of being considered for employment. Failure to submit a timely certification when requested may result in disqualification from employment consideration.

Certification of Credentials & Qualifications

I certify that all application materials submitted for employment consideration (e.g., letter of interest, curriculum vitae or application, educational and employment records, publications, or work samples) are a true, accurate, and complete representation of my credentials and qualifications. I understand that degrees offered in support of my candidacy must be issued by an institution accredited by a regional, national, professional, or specialized accrediting body and that degrees issued outside the U.S. must be evaluated for equivalency to U.S. degrees.

Acknowledgement of Responsibility to Obtain/Maintain Eligibility to Work in the United States

I understand SUNY Cobleskill employs only individuals who are lawfully eligible to work in the United States and that employment eligibility will be verified upon employment. If I do not currently have permanent eligibility to work in the U.S., I understand that it is my responsibility to obtain and/or maintain eligibility to work and that loss of eligibility to work at any future date will invalidate my employment relationship and result in concurrent separation from employment without recourse or appeal.

Certification or Disclosure Pertaining to Criminal Convictions

I understand that in selected circumstances, convictions for a misdemeanor, gross misdemeanor, or felony related to the duties and responsibilities of a given position may influence consideration for employment. I certify that unless I have listed below a statement about the dates, charges, and circumstances of any such convictions, I have not been convicted of a misdemeanor, gross misdemeanor, or felony in any jurisdiction inside or outside the U.S.

Authorization to Verify Application Materials

I understand that any falsification, misrepresentation, or material omission in my application materials (including this certification) or making other false or fraudulent representations in securing employment may be grounds for disqualification of my candidacy or may be grounds for termination if discovered after the date of hire.

My signature below authorizes SUNY Cobleskill to verify all of my application materials including contacting listed references as well as validating educational and employment records, with the understanding that facsimiles or photocopies of this authorization shall be deemed as valid as the original. If submitted electronically, I acknowledge and agree that by typing my name on the signature line, I am authorizing and validating the statements above to the same degree as my original signature.

Signature of Candidate: _____

Printed Name of Candidate: _____

Date: _____

Position Applied For: _____

Name in which degree(s) issued (if different): _____



Equal Employment Opportunity Data Collection Sheet

Completion of this form is optional and will in no way affect your application.

To help us comply with federal/state equal employment opportunity reporting requirements, we ask that applicants complete the following questions. This pre-employment form is not part of the application for employment and is maintained in a confidential file separate from the application. Data is used for statistical purposes and to measure effectiveness of recruitment efforts.

Title of Job Applied for: _____ **Date of Application:** _____

Name _____ Social Security # _____

Please complete as indicated:

GENDER: Male Female

AGE: **Date of Birth:** _____

- RACE:**
- White** (Not of Hispanic Origin) - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
 - Black** (Not of Hispanic Origin) - All persons having origins in any of the Black racial groups of Africa.
 - Hispanic** - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
 - Asian or Pacific Islander** - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example: China, India, Japan, Korea, the Philippine Islands, Samoa and Hawaii.
 - American Indian or Alaskan Native** – All persons having origins in any of the original indigenous peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

No Yes I consider myself to be an individual with a disability.

Please check any and all categories that apply to you.

SPECIAL DISABLED VETERAN

1. A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation under laws administered by the Department of Veteran Affairs for a disability).
 - a. Rated at 30 percent or more; or
 - b. Rated at 10 or 20 percent in the case of a veteran who has been determined under section 1506 of Title 38, U.S.C., to have a serious employment handicap; or
2. A person who was discharged or released from active duty because of a service-connected disability.

VETERAN OF THE VIETNAM-ERA

1. A person who served more than 180 days of active military, naval, or air service, any part of which was during the period of August 5, 1964 through May 7, 1975; and
2. Was discharged or released with other than a dishonorable discharge, or
3. Was discharged or released from active duty because of a service-connected disability.

VETERAN, OTHER