



## 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 unless otherwise instructed. Thank you.

**As an Equal Opportunity / Affirmative Action Employer**, The Research Foundation for SUNY will not discriminate in its employment practices due to an applicant's race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity or expression, transgender status, age, national origin, marital status, citizenship, physical and mental disability, criminal record, genetic information, predisposition or carrier status, status with respect to receiving public assistance, domestic violence victim status, a disabled, special, recently separated, active duty wartime, campaign badge, Armed Forces service medal veteran, or any other characteristics protected under applicable law.

**Please return completed application to:**

Position applied for: \_\_\_\_\_ Department/office: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
(Last) (First) (Middle Initial)

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 OR 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 OR for the State University of New York?  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, Rochester, NY, and New York City must not complete the questions related to criminal history below. Applicants for employment in Buffalo and Rochester will be required to complete a disclosure document of criminal history after the completion of an initial interview, and applicants for employment in New York City will be required to complete a disclosure document of criminal history only after a conditional offer of employment has been extended.**

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 prior criminal 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 information obtained during the application hiring process.

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
<b>Education</b>	
High School: (Name and Location)	Course: Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No
Business or Trade Schools: (Name and Location)	Course: Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No
Special Skills or Training:	Licenses Held:
College: (Name and Location)	
Degree:	Major: Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School: (Name and Location)	Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> 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:				

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:				

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