

## Extension Association Employment Application

**Applicant:** Applications are only accepted for specific position openings.  
Please read and complete pages 1, 2, 3, and 4. Type or print.  
If you need additional space, attach a supplemental sheet.  
**Incomplete application or failure to provide requested information may result in a delay in processing which may affect consideration of your application.**

### General

Name (Last)	(First)	(Middle)	Social security no.	Date of application
Present address (street, city, state, zip code)			Phone no. (daytime)	Phone no. (evening)
Address where you may be contacted if different from present address				Alternate phone no.
Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, list special education received)			are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Have you ever been convicted of any criminal offense other than minor traffic violations?  Yes  No *If so, please explain. A criminal conviction will be considered only in relation to the job for which you are applying. Seriousness and nature of the offense, time elapsed, and rehabilitation will be taken into account.*

### Position

Position applying for	Salary range you will consider \$	Date available
Where did you learn about this position opening?		
<input type="checkbox"/> Newspaper <input type="checkbox"/> School <input type="checkbox"/> State employment office <input type="checkbox"/> Community agency <input type="checkbox"/> Cornell Cooperative Extension resources <input type="checkbox"/> Other (specify) _____		

*Cornell Cooperative Extension associations provide equal program and employment opportunities. No person shall be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age, or qualified disability.*

# Employment Record

Include paid, volunteer, or military experience. Please complete even if résumé is attached. Attach separate sheet if needed.

## Present or last employer

Employer \_\_\_\_\_ Starting date \_\_\_\_\_

Street \_\_\_\_\_ Ending date \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Starting salary \_\_\_\_\_

Zip code \_\_\_\_\_ Telephone \_\_\_\_\_ Final salary \_\_\_\_\_

Position title \_\_\_\_\_ Hours worked per week \_\_\_\_\_ Full time  Part time

Position duties (include number and types of people supervised) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any promotions or new assignments during this employment. \_\_\_\_\_

\_\_\_\_\_

Name and job title of last supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact your present employer?  Yes  No (NOTE: If you are one of the final candidates, it **will** be necessary to check with your employer for reference and employment information.)

## Next previous employer

Employer \_\_\_\_\_ Starting date \_\_\_\_\_

Street \_\_\_\_\_ Ending date \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Starting salary \_\_\_\_\_

Zip code \_\_\_\_\_ Telephone \_\_\_\_\_ Final salary \_\_\_\_\_

Position title \_\_\_\_\_ Hours worked per week \_\_\_\_\_ Full time  Part time

Position duties (include number and types of people supervised) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any promotions or new assignments during this employment. \_\_\_\_\_

\_\_\_\_\_

Name and job title of last supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Next previous employer**

Employer \_\_\_\_\_ Starting date \_\_\_\_\_  
Street \_\_\_\_\_ Ending date \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Starting salary \_\_\_\_\_  
Zip code \_\_\_\_\_ Telephone \_\_\_\_\_ Final salary \_\_\_\_\_  
Position title \_\_\_\_\_ Hours worked per week \_\_\_\_\_ Full time  Part time

Position duties (include number and types of people supervised) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any promotions or new assignments during this employment. \_\_\_\_\_  
\_\_\_\_\_

Name and job title of last supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Education**

Institution	City and State	Dates attended	Major	Minor	Degree
		from: to:			
		from: to:			
		from: to:			
		from: to:			

Describe any other education or training you have had which you feel is relevant to the position for which you are applying.

Describe any special skills or knowledge you may possess that you feel is relevant to employment.

Organizations, honors, certification, licenses, publications, academic honors, scholarships, etc. you consider relevant to employment.

## References

List four persons, other than personal friends or relatives, who have knowledge of your work experience and/or education.

Name	Title	Mailing address	Telephone
			home: work:
			home: work:
			home: work:
			home: work:

I hereby authorize investigation of all statements contained in this application. I certify that such statements are true, and understand that misrepresentation or omission of facts called for in this form or during any interview is cause for termination of employment without notice. I understand that references contacted will not necessarily be limited to those indicated on this application. I authorize my former employers/schools and other individuals to release information relevant to my knowledge, skill, ability, experience, and suitability for the position for which I am applying. I further understand that employment with a Cornell Cooperative Extension association is "at will" in that I or the employer may terminate employment at any time or for any reason consistent with applicable state or federal law.

Date \_\_\_\_\_ Signature \_\_\_\_\_

## What is Cornell Cooperative Extension?

The Cornell Cooperative Extension System provides individuals, families, businesses, and communities in every corner of New York State direct access to research-generated knowledge and leadership techniques. Cornell Cooperative Extension is an educational, self-help program made possible through a four-way partnership of county and state governments, Cornell University, and the United States Department of Agriculture (USDA).

To remain a vital stimulus for progress in New York, Cornell Cooperative Extension's professional staff, faculty, and several thousand volunteers have identified issues critical to New York State residents. They have formulated programs addressing those issues to ensure that Cornell Cooperative Extension's philosophy and purpose are continued. All employees, whether employed by Cornell or by county associations, are critical in carrying out these efforts.

Cornell Cooperative Extension's philosophy and purpose are:

- To provide nonformal education and reliable information to people in their communities.
- To develop the leadership capabilities of people.
- To translate the findings of scientific research of the USDA, Cornell University, and other land-grant institutions for practical use.
- To assist in applying research results to the problems and concerns of individuals, families, businesses, and communities.

### BENEFITS:

A competitive benefit package is available which includes health insurance, dental insurance, group term life insurance, accidental death and dismemberment insurance, a retirement plan, a tax-deferred supplemental retirement program, long-term disability insurance, and a before-tax select benefits program.