



# INTERNSHIP APPLICATION

**Municipal Civil Service Commission**

City Hall, Government Plaza  
38 Hawley Street, 4<sup>th</sup> Floor  
Binghamton, NY 13901

<http://www.binghamton-ny.gov>

*Federal, State and Local laws prohibit discrimination in employment because of race, color, religion, national origin, sex, age, disability, marital status, criminal record, sexual orientation or veteran status.*

Action Taken \_\_\_\_\_

Referred To \_\_\_\_\_

Date \_\_\_\_\_

**DIRECTIONS:** Please print in ink or type. Please answer all questions completely. An incomplete application may result in disqualification. A resume may not be substituted.

Internship Department for which you are applying: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Number) (Street) (City)

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

1. Are you currently enrolled in a college or university? \_\_\_\_\_ YES \_\_\_\_\_ NO

2. Check appropriate answer for each question:

A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? \_\_\_\_\_ YES \_\_\_\_\_ NO

B. Did you ever resign from any employment rather than face dismissal? \_\_\_\_\_ YES \_\_\_\_\_ NO

C. Have you ever been convicted of any crime? \_\_\_\_\_ YES \_\_\_\_\_ NO

D. Are you now under charges for any crime? \_\_\_\_\_ YES \_\_\_\_\_ NO

*If you answered "YES" to any of the questions in #2, give specifics under REMARKS on the last page of this application. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying.*

3. EDUCATION: Please state highest grade completed: \_\_\_\_\_

Name & Location	Grad? Y or N	Course of Study Degree & Date	# Credits Completed
HIGH SCHOOL OR GED			
COLLEGE			
OTHER SCHOOLS OR SPECIAL COURSES			

**4. EMPLOYMENT/INTERNSHIPS**

Describe your employment/internship history as completely as possible, starting with your most recent employer. Please include all relevant skills and experience.

EMPLOYER \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ DATES EMPLOYED \_\_\_\_\_

JOB TITLE \_\_\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

DESCRIBE YOUR DUTIES AND WORK EXPERIENCE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMPLOYER \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ DATES EMPLOYED \_\_\_\_\_

JOB TITLE \_\_\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

DESCRIBE YOUR DUTIES AND WORK EXPERIENCE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMPLOYER \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ DATES EMPLOYED \_\_\_\_\_

JOB TITLE \_\_\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

DESCRIBE YOUR DUTIES AND WORK EXPERIENCE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I AFFIRM THE STATEMENTS MADE ON THIS APPLICATION (INCLUDING ATTACHED PAPERS) ARE TRUE UNDER THE PENALTIES OF PERJURY. FALSE STATEMENTS SHALL BE SUFFICIENT CAUSE FOR DISMISSAL.**

DATE \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_



# City of Binghamton

## Criminal Background Check

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City of Binghamton  
Release and Authorization to Conduct  
Criminal Conviction Background Check

In consideration of the City of Binghamton's evaluation of my suitability for employment, I, \_\_\_\_\_, do hereby authorize and agree that the City of Binghamton may perform a full criminal conviction background check in order to verify the information I have provided in this regard on the City's employment or exam application. I understand and agree that the City may obtain any criminal court documents and/or police records which may be relevant to any and all of my criminal convictions, whether or not I have listed such criminal convictions on the City's employment or exam application. I further understand that my failure to make a full disclosure of any criminal convictions as requested on the City's employment or exam application or my intentionally making false statement(s) regarding any criminal convictions(s) may subject me to immediate dismissal at any time in the future.

I agree not to assert any claims or causes of action of any kind against the City of Binghamton, its officials, its agents, and/or its employees as a result of this criminal conviction background check. I further release and forever discharge the City of Binghamton, its officials, its agents, and its employees from any and all claims, demands, damages, actions, causes of action or suits or any kind of nature whatsoever arising from the City's investigation of my criminal conviction background. I acknowledge that the City of Binghamton has made no representations of any kind as to whether employment will be offered at the conclusion of this criminal conviction background check.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FAILURE TO COMPLETE AND SIGN THIS FORM WILL DISQUALIFY YOU FROM ANY  
CONSIDERATION FOR EMPLOYMENT WITH THE CITY OF BINGHAMTON.**