



INTERNSHIP APPLICATION

Municipal Civil Service Commission

City Hall, Government Plaza
38 Hawley Street, 4th 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 answer all questions completely. An incomplete application may result in disqualification. A resume may not be substituted. Applications can be printed, filled out, and signed OR electronically filled in, printed, and signed (electronic signature is acceptable). Applications can either be mailed, placed in the "Personnel" drop-box located in City Hall lobby, or emailed to personnel@cityofbinghamton.com.

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

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.**

***THE CITY OF BINGHAMTON IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT
TO WORKFORCE DIVERSIFICATION.***