

# CORNELL COOPERATIVE EXTENSION EMPLOYMENT APPLICATION

*Cornell Cooperative Extension is an affirmative action/equal opportunity employer and educator*

Directions: Type or print, using black ink.

- Sign the complete application.
- Please note that the Employment Record, Education and References sections do not need to be completed if a previously submitted resume provides all the specific requested information. If there is information requested that is not on your resume, please be sure to provide that information in order to ensure your application materials will be considered fully.
- If you need additional space for information not contained in your resume attach a supplemental sheet.

## GENERAL

Name (Last) (First) (Middle) 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. Email address

Are you a veteran? ☐ Yes ☐ No U.S. citizen? ☐ Yes ☐ No  
(If yes, list special education received) If no, are you legally authorized to work in the U.S.? ☐ Yes ☐ No  
If hired, you will need to provide proof of citizenship or legal right to work in the U.S.

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

☐ newspaper Specify \_\_\_\_\_  
☐ school/career center Specify \_\_\_\_\_  
☐ Cornell Cooperative Extension Source \_\_\_\_\_  
☐ state employment office \_\_\_\_\_  
☐ Internet specify \_\_\_\_\_  
☐ other specify \_\_\_\_\_

Cornell Cooperative Extension associations provide equal program and employment opportunities. No person shall be denied employment on 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.

## EDUCATION

Institution City and State Dates attended Major Minor Degree


## EMPLOYMENT RECORD

### Subject Matter/Background

Select background relevant to CCE positions: (please check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> 4H/Youth Development                      | <input type="checkbox"/> Human Development                 |
| <input type="checkbox"/> Administration                            | <input type="checkbox"/> Natural Resources and Environment |
| <input type="checkbox"/> Agriculture and Small Business Management | <input type="checkbox"/> Nutrition                         |
| <input type="checkbox"/> Animal Science                            | <input type="checkbox"/> Plant Science                     |
| <input type="checkbox"/> Community and Economic Development        |  |

Experience relevant to this position (i.e. professional, internships, etc.): \_\_\_\_\_ yrs.

Please identify other experiences relevant to this position (i.e. volunteer, committee memberships, 4-H member, etc.):

\_\_\_\_\_ Yrs.

### 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 assignment 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 references and employment information.)

### 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 and other application documents. 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/school 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 reasons consistent with applicable state or federal law.

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

## Cornell Cooperative Extension Association Important Notice to Applicants

**Disability Accommodation Available for Applicants** I understand that if I require an accommodation for a disability so that I may participate in the selection process I am encouraged to contact Cornell Cooperative Extension (CCE) office where I am applying.

**Equal Opportunity/Affirmative Action Employer and Educator** Cornell Cooperative Extension is an Equal Opportunity/Affirmative Action Employer and Educator. CCE is an organization committed to diversity, inclusiveness and a welcoming environment for its educator, staff, and program participants. Consistent with this commitment, qualified individuals are considered for employment without regard to any legally protected status, including race, color, creed, religion, national origin, age, sex, marital status, disability, sexual orientation, or veteran status. I understand that if I become employed at Cornell Cooperative Extension, it is the CCE's expectation that I will comply with all anti-discrimination laws and support the extension's commitment to diversity and inclusion.

**Application Fraud & Misrepresentation** I certify that all statements (verbal and written) made on any and all material collected during the hiring process are true, complete and accurate and I understand that misrepresentation or omission of facts called for in the employment application, resume, interview process or other application material may prohibit consideration for employment at CCE and is cause for immediate termination if employed.

**Reference and Background Checking** Applying for a specific job authorizes Cornell Cooperative Extension to contact any of your schools, your current\* and former employers, or other references for the purpose of verifying information and/or obtaining an account of your education, work experience and skills. By applying for a job you agree to hold any and all of your reference sources harmless and free of any liability for releasing such information. Please note that a more extensive background check is part of the employment decision making process and you will need to sign any necessary disclosure and release forms including, but not limited to, an authorization form as part of the hiring process. (\* Please note that the point at which your prospective hiring supervisor will contact your employer may vary; however, this is most commonly done on a pre-employment basis usually after the initial interview. This practice is rarely performed on a pre-interview basis. If you have concerns about having your current employer contacted, please communicate those concerns to the person who conducts your initial interview to determine what, if any, alternatives exist.)

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 references and employment information.)

**Employment Eligibility Verification** All offers of employment by Cornell Cooperative Extension are contingent on the provision of satisfactory proof of your identity and legal authority to work in the United States. Prior to or on your first day of employment, you must comply with the requirements of the Immigration and Naturalization Service's Employment Eligibility Verification (I-9 Form).

**Offers of Employment** Please be advised that Cornell Cooperative Extension will not be bound by offers or conditions of employment other than those made in official offer letters.

I hereby authorize investigation of all statements contained in this and other application documents. 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 the employer, may terminate employment at any time or for any reason consistent with applicable state or federal law. By signing the statement, I willfully accept the terms listed above.