

DUTCHESS

COMMUNITY COLLEGE

PROFESSIONAL EMPLOYMENT APPLICATION FORM

1. PERSONAL INFORMATION

A. Name: _____ Social Security Number: |_|_|_|_| - |_|_|_| - |_|_|_|_|_|
 Mailing Address: _____ Email Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: Home _____ Business _____ Cell _____

B. My major interest is in: Faculty Administrative Full Time Part Time
 Position for which I am applying: _____
 If applying for a part time faculty position, list subject areas and levels which you consider yourself qualified to teach:

C. Are you a U.S. citizen or national or otherwise authorized to work in the United States? Yes No
 If "No," please state your non-immigrant status: _____

D. Can you perform the essential functions of the position with or without accommodations? Yes No

2. EDUCATION

| | School | From | To | Credits Earned | Diploma/Degree Awarded |
|------------------------|--------|-------|-------|----------------|------------------------|
| College or University: | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |
| Graduate Work: | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |
| Honorary Degrees: | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |

ACADEMIC SPECIALIZATION:

A. Undergraduate: Major fields of study: _____

 Minor fields of study: _____

B. Graduate: Major fields of study: _____
 Other fields of advanced study: _____

C. Thesis subject: Master's: _____
 Doctorate: _____

D. Scholastic honors: (prizes, fellowships, honorary societies, etc.): _____

3. EMPLOYMENT RECORD (LIST MOST RECENT POSITION FIRST)

A. Title of Position: _____ Dates: _____ Salary: _____
 Name of Employer: _____
 Address: _____
 Immediate Supervisor: _____
 Brief description of duties/Teaching assignments: _____

Title of Position: _____ Dates: _____ Salary: _____
 Name of Employer: _____
 Address: _____
 Immediate Supervisor: _____
 Brief description of duties/Teaching assignments: _____

Title of Position: _____ Dates: _____ Salary: _____
 Name of Employer: _____
 Address: _____
 Immediate Supervisor: _____
 Brief description of duties/Teaching assignments: _____

B. What state issued licenses and certificates of a professional nature do you hold?

| <i>License or certificate</i> | <i>Date issued</i> | <i>State</i> |
|-------------------------------|--------------------|--------------|
|-------------------------------|--------------------|--------------|

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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," provide details: _____

Have you surrendered or had revoked or suspended a professional license or certification? Yes No

If "Yes," provide details: _____

4. PROFESSIONAL REFERENCES (List names, addresses, and phone numbers of persons qualified to evaluate your **professional** competence.)

Area Code/Telephone #

1. _____

2. _____

3. _____

4. _____

5. _____

May we contact your current employer at this time? Yes No

If not, when may we contact your employer: _____

**5. BRIEFLY STATE YOUR REASONS FOR SEEKING THIS PARTICULAR POSITION AT
DUTCHESS COMMUNITY COLLEGE**

6. PUBLICATIONS AND RESEARCH

| <i>Nature of Work</i> | <i>Title</i> | <i>Pages</i> | <i>Publisher or Journal</i> |
|-----------------------|--------------|--------------|-----------------------------|
|-----------------------|--------------|--------------|-----------------------------|

7. MEMBERSHIP IN LEARNED SOCIETIES AND PROFESSIONAL ORGANIZATIONS

| <i>Name of Society or Professional Organization</i> | <i>Date of Admission</i> | <i>Offices Held</i> |
|---|--------------------------|---------------------|
|---|--------------------------|---------------------|

8. COMMUNITY SERVICE

9. ADDITIONAL INFORMATION THAT MIGHT BE HELPFUL IN CONSIDERING YOUR APPLICATION

10. PLEASE IDENTIFY ANY RELATIVES OR MEMBERS OF YOUR HOUSEHOLD THAT ARE EMPLOYED AT DCC.

I hereby affirm that this application, resumé/curriculum vitae, cover letter, and any and all documents submitted by me in connection with my application for employment contain no willful misrepresentations and that the information given by me is true and complete. I understand that any false statements or misleading omissions made by me in connection with my application, or in responding to any requests for information, can be sufficient grounds for my rejection as a candidate for employment or for my immediate termination.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying documents if any) to provide any relevant information that may be needed to arrive at an employment decision.

I agree, if employed, to abide by all rules, policies and regulations of Dutchess Community College. I certify that the information that I have provided is complete and accurate.

Applicant's Signature _____ **Date** _____

Pursuant to University policy, the University is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the University community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

The University's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Dutchess Community College Office of Human Resources. Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. (646) 428-3800; Email OCR.NewYork@ed.gov.



DUTCHESS COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER
53 PENDELL ROAD • POUGHKEEPSIE, NEW YORK 12601-1595
(845) 431-8000 WEBSITE: SUNYDUTCHESS.EDU

DUTCHESS COMMUNITY COLLEGE PROFESSIONAL EMPLOYMENT APPLICATION FORM

Applicant _____

ADDITIONAL PERSONAL INFORMATION

1. Do you have an arrest or criminal accusation currently pending against you? Yes No

If "Yes," please describe. (If a prior arrest or criminal accusation resulted in a conviction, you may need to disclose this information in response to the next question.): _____

2. Have you ever been convicted of a criminal offense (felony, misdemeanor, or violation)? Yes No

If "Yes," please describe. _____

3. Have you ever received less than an honorable discharge from the Armed Forces of the United States? Yes No

If "Yes," please describe: _____

Note: You should answer "No" to the above if:

- Your conviction (felony, misdemeanor or violation) was sealed by a court, **OR**
- The criminal action or proceeding was terminated in your favor (for example: the action was dismissed either at the initial stage or on appeal; you received an Adjournment in Contemplation of Dismissal and the adjournment period has elapsed; you were acquitted, **OR**
- The proceeding on the criminal offense resulted in a youthful offender adjudication or juvenile delinquency finding which has been sealed/expunged pursuant to the Family Court Act, **OR**
- After completing a treatment program, your plea to a felony or a misdemeanor was withdrawn and you were resentenced to a violation which was sealed by the court, or the completion of the program resulted in a dismissal of all charges by the court.

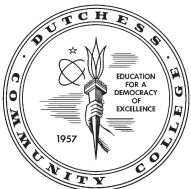
Questions about your status may be directed (anonymously) to the Office of Human Resources.

Answering "Yes" to the question about whether there is a prior felony conviction may or may not preclude employment, depending on the nature of the criminal offense, its relationship to the position sought, and other factors that must be considered before employment may be lawfully denied based on a prior conviction.

Failure to disclose a prior conviction may result in denial of employment or subsequent termination of employment based on falsification of the employment application.

Applicant's Signature _____

Date _____



53 PENDELL ROAD • POUGHKEEPSIE, NEW YORK 12601-1595
(845) 431-8000 WEBSITE: SUNYDUTCHESS.EDU

Do not forward this page of the application to the Search Committee.