



## City of Syracuse APPLICATION FOR EMPLOYMENT

### MAIL OR DELIVER TO:

Office of Personnel & Labor Relations • City Hall • 233 E. Washington Street • Rm 312 • Syracuse, New York 13202-1476

The City of Syracuse affirmatively recruits, hires, and promotes without regard to age, marital status, race, creed, color, sex, religion, citizenship, national origin, disability, genetic predisposition or carrier status, pregnancy or sexual orientation; and actively employs Vietnam Era Veterans and disabled persons.

### PERSONAL DATA (Please Print)

Name (Last, First, Middle)		
Address (Street)	(Apt. No.)	Are you a resident of the City of Syracuse? <input type="checkbox"/> Yes <input type="checkbox"/> No
(City)	(State)	( Zip) E-Mail:
Telephone: Home ( ) _____ Business ( ) _____ Cell ( ) _____		
U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, visa status	Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, please state age: _____

### EMPLOYMENT DATA (Please check all that applies)

**Position(s) Applied For:**

Laborer \_\_\_\_\_  
 Driver \_\_\_\_\_  
 Janitor \_\_\_\_\_  
 Administrative \_\_\_\_\_  
 Clerical \_\_\_\_\_  
 Technical \_\_\_\_\_  
 Secretarial \_\_\_\_\_  
 Typing Speed \_\_\_\_\_  
 Other (list) \_\_\_\_\_

**Departments(s) Applied For:**

Assessment \_\_\_\_\_ Neighborhood & Bus.Dev. \_\_\_\_\_  
 Aviation \_\_\_\_\_ Parks & Rec. \_\_\_\_\_  
 Budget \_\_\_\_\_ Personnel \_\_\_\_\_  
 Dept. of Public Works \_\_\_\_\_ Police \_\_\_\_\_  
 Engineering \_\_\_\_\_ Purchasing \_\_\_\_\_  
 Finance \_\_\_\_\_ Research \_\_\_\_\_  
 Fire \_\_\_\_\_ Water \_\_\_\_\_  
 Information Technology \_\_\_\_\_ Other (list) \_\_\_\_\_  
 Law \_\_\_\_\_ All \_\_\_\_\_

Regular Full Time  Summer  Part-Time

If an operator's license is required for the job you have applied for, please indicate:

Type of Class \_\_\_\_\_ Expiration Date \_\_\_\_\_ I.D. # \_\_\_\_\_

Have you previously been employed by the City of Syracuse?  Yes  No

If yes, when? \_\_\_\_\_ Where? \_\_\_\_\_

### U.S. MILITARY SERVICE

Have you ever been a member of the U.S. Military?  Yes  No

If yes, please complete:

Branch	Entry Date	Discharge Date	Type of Discharge	Rank

**EDUCATIONAL RECORD \*Attach additional sheets if more space is needed.**

	Name of School	Location	Graduated yes/no	Degree Received	Major	Degree Date
High School						
College						
Graduate School						
Vocational/Technical						
Other						

Do you have a license, certification, or other authorization to practice a trade or profession?      Yes     No   
 If yes, please explain: \_\_\_\_\_

**WORK HISTORY (Start with most recent position) \*Attach additional sheets if more space is needed.**

1	From _____ To _____ Position _____ Hrs. Per Week _____ Firm _____ Address _____ Supervisor _____ Duties _____ _____ Reason For Leaving _____
2	From _____ To _____ Position _____ Hrs. Per Week _____ Firm _____ Address _____ Supervisor _____ Duties _____ _____ Reason For Leaving _____
3	From _____ To _____ Position _____ Hrs. Per Week _____ Firm _____ Address _____ Supervisor _____ Duties _____ _____ Reason For Leaving _____

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a criminal history background investigation. Failure to pass a background investigation may result in denial of employment. Pursuant to the Syracuse Fair Employment and Licensure Ordinance (“Ordinance”), the City does not conduct criminal history background checks during the application process until after an applicant is deemed qualified for a position and such applicant has been extended a conditional offer of employment, with the exception of the following: 1.) positions in which the City is barred from hiring an individual with certain convictions; 2.) the Syracuse Police Department or any “police officer” and “peace officer” positions; and 3.) inquiries specifically authorized pursuant to applicable law. Pursuant to the Ordinance and New York State law, an applicant may not be denied employment because of a prior criminal record, unless there is a direct relationship between the offense and the employment sought or unless hiring would constitute an unreasonable risk.

**DECLARATION:** I declare that, subject to penalties of perjury, any statements made on or in connection with this application (including statements made in accompanying papers) have been examined by me and to the best of my knowledge are true and correct. I understand that any deliberate misrepresentation or omission of facts may be cause for voiding this application or termination of employment, unless otherwise prohibited by law. I also understand that all statements made in connection with this application are subject to verification.

**APPLICANT’S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DEPARTMENT USE ONLY:** Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_ Disposition: \_\_\_\_\_  
 Additional Information: \_\_\_\_\_