

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 assignments 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:

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.)

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 for any reason consistent with applicable state or federal law. By signing the statement, I willfully accept the terms listed above.

Date _____ Signature _____



Cornell University
Cooperative Extension

AUTHORIZATION FORM

During the application process and at any time during the tenure of my employment with **Cornell Cooperative Extension Livingston County**, I hereby authorize Choice Point Services Inc., on behalf of **Cornell Cooperative Extension Livingston County** to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. This report may be compiled with information from credit bureaus, court record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

Applicant/Employee Name (please print)

Signature

Social Security Number

Date

Date of Birth

MN & Oklahoma Residents please note: In connection with your application for employment, your consumer report may be obtained and reviewed. Under Minnesota and Oklahoma law, you have a right to receive a free copy of your consumer report by checking the appropriate box below.

- YES, I am a Minnesota resident and would like a free copy of my consumer report.
- YES, I am an Oklahoma resident and would like a free copy of my consumer report.

CA Residents please note: In connection with your application for employment, your credit report will be obtained and reviewed. Under CA law, you have a right to receive a free copy of your credit report by checking the appropriate box below. Your credit report will be mailed to you by the credit bureau. In the alternative, you may elect to receive the entire investigative consumer report, which will include your credit report.

- YES, I am a California resident and would like a free copy of my credit report; or
- YES, I am a California resident and would like a free copy of my investigative consumer report.

FOR OFFICE USE ONLY

Employer please note: If consumer checks "YES" regarding the credit report, and you do request a credit report, please fax this form to your Choice Point service center. If consumer checks "YES" regarding the full consumer report, and consumer resides in California, you will need to provide the individual with a copy of their consumer report.

BACKGROUND VERIFICATION DISCLOSURE

As part of the employment process, **Cornell Cooperative Extension Livingston County** will obtain an investigative consumer report. The investigative consumer report may include information regarding your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living.

The following Consumer Reporting Agency will prepare the report:

Choice Point Services Inc.
1000 Alderman Dr.
Alpharetta, GA 30005

California Notice:

You have the right under Section 1786.22 of the California Civil Code to contact Choice Point during normal business hours to obtain your file for your review. You may obtain such information as follows:

- 1. In person at Choice Point's office at the address listed above. You will need to furnish proper identification prior to receiving your file. You may have someone accompany you and should inform such person that they will also have to present reasonable identification. If you want Choice Point to disclose to or discuss your information with this third party, you may be required to provide a written statement granting Choice Point permission to do so.*
- 2. By certified mail, if you make a written request (and provide proper identification) to have your file sent to a specified addressee.*
- 3. By telephone, if you have previously made a written request and provided proper identification. Choice Point has trained personnel to explain any information that is furnished to you and to explain any information that is coded.*