



ALBANY LAW SCHOOL

Application for Employment

Name: _____

Telephone Number: _____

Current Address: _____
Street City State Zip

Position(s) Desired: _____

Do you prefer: Full-time Part-time

Expected Rate of Pay: \$ _____ per week
\$ _____ per year

Date Available: _____

Days/Hours Available:

Su	Mo	Tu	We	Th	Fr	Sa

Record of Education

Level	School + Address	Course of Study	Last Year Completed				Did You Graduate?		List Diploma or Degree
High School			1	2	3	4	Yes	No	
College			1	2	3	4	Yes	No	
Other (specify)			1	2	3	4	Yes	No	

Have you ever attended a school or worked for an employer (listed on this application) under a different name? Yes No

If Yes, please provide the name:

Please list any friends or relatives currently working at Albany Law School:

How were you referred to Albany Law School for employment?

Have you ever been convicted of a crime (other than a minor traffic violation)? Yes No

If yes, please explain:

*A record of conviction will not automatically disqualify an applicant, however, the type and seriousness of a crime, frequency of violations, date of conviction, applicant's age at the time of conviction, and the applicant's entire work/education history will be evaluated.

Record of Employment

List employers starting with your current or most recent position. Include military duty. Albany Law School does not discriminate on the basis of military obligations.

Company Name, Address, Type of Business	Dates of Employment (Mo/Yr)	Describe the Work You Performed	Starting & Ending Salary	Reason for Leaving	Name and Phone # of Supervisor
	From To		Starting: \$ Ending: \$		
	From To		Starting: \$ Ending: \$		
	From To		Starting: \$ Ending: \$		

May we contact the employers listed above? Yes No

If no, please indicate which one(s) you do not want us to contact: _____

Have you ever been bonded? Yes No

If yes, on what jobs? _____

Have you ever been discharged or asked to resign from any position? Yes No

If yes, please explain:

Were you previously employed by Albany Law School? Yes No

If yes, when? _____

If hired, can you provide documentation establishing your identity and eligibility to be legally employed in the United States? Yes No

List any other experiences, skills, or qualifications which you believe should be considered in evaluating your qualification for employment. Please also indicate any prior military service which you would like considered in connection with your application for employment.

Please Read Carefully

I certify that all answers given by me are true, accurate, and complete. I understand that the falsification, misrepresentation, or omission of fact(s) on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment.

I authorize any individual, current or former employer, educational institution, or military branch listed in my application and/or resume to disclose in good faith to Albany Law School or its representatives, orally or in writing, information relating to my fitness for employment including but not limited to: job performance, reasons for termination, salary, job duties, eligibility to rehire, work habits, disciplinary actions, training, education, experience, knowledge, skills, qualifications, professional conduct, and performance evaluation information. I release these individuals and entities, and their representatives, from all liability for providing such disclosures and for any consequences that may occur as a result of those disclosures.

Signature of Applicant: _____
(Print and Sign)

Date: _____

■ Albany Law School provides equal opportunity for employment to all applicants regardless of sex, race, color, national origin, ancestry/ethnicity, religion or creed, physical or mental disability, sexual orientation, gender identity/expression, marital or parental status, domestic violence victim status, military or veteran status, genetic predisposition or carrier status, or age. We are an Equal Opportunity Employer.