

# CARY INSTITUTE OF ECOSYSTEM STUDIES

**BOX AB (2801 Sharon Turnpike)**  
**MILLBROOK, NY 12545-0129**  
**TELEPHONE 845-677-5343**  
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**www.ecostudies.org**

## APPLICATION FOR EMPLOYMENT

Position Applied For	Salary Desired	Availability Date
Check Type of Employment Desired Full Time _____ Part-time _____ Temporary _____ Summer _____		
How Did You Learn About Us? Advertisement _____ Agency _____ Relative _____ Friend _____ Other _____ Referred by: _____		
Do you have any relatives employed by the Cary Institute? _____		
Last Name	First Name	Middle Initial
Is additional information relative to change of name, use of an assumed name/nickname necessary to enable a check on your work record? Yes _____ No _____ If yes, please explain _____		
Address	City	State
		Zip Code
Telephone Day	Evening	SS#
If hired, can you furnish proof that you are legally permitted to work in the United States? Yes _____ No _____		
Are you 18 years of age or older? Yes _____ No _____ If no, can you furnish a work permit? Yes _____ No _____		
Have you ever applied for a position with the Cary Institute?		Date(s)
Have you ever been employed by the Cary Institute?		Date(s)
Are you currently employed?		
May we contact your present employer?		
May we contact your previous employers?		

*We consider applicants for all positions without regard to race, creed, color, national origin, sex, age, sexual orientation, religion, disability, marital or veteran status, or any other protected status.*

**WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

## EDUCATION

Schools Attended (names & locations)	Major	# of yrs. attended	Did you Graduate?	Degree or Diploma
High School				
College				
Graduate School				
SPECIAL TRAINING				
RELEVANT COURSE WORK				
RELEVANT PROJECTS				
PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES AND OFFICES HELD				
DESCRIBE ANY HONORS YOU HAVE RECEIVED				
INDICATE ANY FOREIGN LANGUAGES YOU SPEAK, READ AND/OR WRITE				
US MILITARY HISTORY-BRANCH, FINAL RANK, AND NATURE OF ASSIGNMENT				

## EMPLOYMENT EXPERIENCE

Start with your present or last job.	Dates Employed	Work Performed
Employer	From (mo/yr)      To (mo/yr)	
Address	Hourly Rate/Salary Starting	
Telephone #		
Job Title          Supervisor	Final	
Reason for Leaving		
	Dates Employed	Work Performed
Employer	From (mo/yr)      To (mo/yr)	
Address	Hourly Rate/Salary Starting	
Telephone #		
Job Title          Supervisor	Final	
Reason for Leaving		
	Dates Employed	Work Performed
Employer	From (mo/yr)      To (mo/yr)	
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Telephone #		
Job Title          Supervisor	Final	
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	Dates Employed	Work Performed
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Address	Hourly Rate/Salary Starting	
Telephone #		
Job Title          Supervisor	Final	
Reason for Leaving		

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## **SPECIAL SKILLS AND QUALIFICATIONS**

Summarize special job-related skills and qualifications.

## **REFERENCES**

Give the name, address & telephone # of three professional references whom we may contact.  
(Must be from a supervisor, or if relevant, an academic advisor)

1

2

3

## **GENERAL INFORMATION**

State any additional information you feel may be helpful to us in considering your application.

## **CRIMINAL HISTORY**

Have you ever been convicted of a crime (other than a traffic violation)?

If yes, explain (A conviction will not necessarily be a bar to employment).

I certify that the information provided on this application is true and complete to the best of my knowledge. I authorize investigation by Cary Institute, or its agents, of all statements contained in this application. I understand that if hired by Cary Institute should any information herein be found to be false, it will constitute grounds for immediate termination. I further understand that if hired, my employment will be at will and terminable by either me or the Cary Institute at any time and for any reason. I authorize all previous employers to furnish the Cary Institute information they may have concerning my work performance while in their employ, including any reason for leaving their employ. I hereby release them and the Cary Institute from all liability for any damages whatsoever to arise therefrom.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date