



Boyce Thompson Institute for Plant Research, Inc.

EMPLOYMENT APPLICATION

Boyce Thompson Institute is an affirmative action/equal opportunity employer

GENERAL INFORMATION		
Name (Last) (First) (Middle)	Social Security Number	Date of Application
Present Address (Street, City, State, Zip Code)	Phone No - Day ()	Phone No. - Evening ()
Address where you may be contacted if different from present address	Alternate Phone No. ()	Date of Birth, if under 18
Have you previously worked for Boyce Thompson Institute? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list dates of employment and position(s) held.		
Have you ever been convicted of any criminal offense other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please explain. A criminal record will not necessarily be a bar to employment. A criminal conviction will be considered only in relation to the job for which you are applying. Seriousness and nature of the offense, time elapsed, and rehabilitation will be taken into account.		

POSITION		
Position Applying For:	Source of Referral:	Date Available:
Employment Status Desired: <input type="checkbox"/> FT Regular <input type="checkbox"/> PT Regular <input type="checkbox"/> Temporary	Preferred Hours of Employment:	Salary Expected:
I am willing to work irregular hours: <input type="checkbox"/> No <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently	I am willing to work weekends: <input type="checkbox"/> No <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently	

EMPLOYMENT RECORD					List Most Recent Employment First	
Start Date:	End Date:	Position(s) Held:	Final Salary	May we contact this employer? Yes No		
Employer		Supervisor's Name	Reason for Leaving			
Street Address			Phone ()			
Position Description						

EMPLOYMENT RECORD (Continued)				
Start Date:	End Date:	Position(s) Held:	Final Salary	May we contact this employer? Yes No
Employer		Supervisor's Name	Reason for Leaving	
Street Address			Phone ()	
Position Description				
Start Date:	End Date:	Position(s) Held:	Final Salary	May we contact this employer? Yes No
Employer		Supervisor's Name	Reason for Leaving	
Street Address			Phone ()	
Position Description				

EDUCATION AND TRAINING		
College, University or Technical School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major Subject:
	Type of Degree or Diploma:	
College, University or Technical School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major Subject:
	Type of Degree or Diploma:	
High School Last Attended:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major Subject:
Other:	Type of Degree or Diploma:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No
List licenses, foreign languages, computer, data/word processing, office equipment, lab equipment or other skills and training you consider relevant to employment at Boyce Thompson Institute:		
List Professional organizations, associations, honors, certifications, professional licenses and publications you consider significant. Please indicate the professional license number and state of issuance:		

REFERENCES: List three persons, other than relatives or personal friends, who have knowledge of your work experience and/or education.

Name/Title:	Mailing Address:	Phone:
Name/Title:	Mailing Address:	Phone:
Name/Title:	Mailing Address:	Phone:

AUTHORIZATION: Application must be signed prior to submitting.

I hereby authorize investigation of all statements contained in this application and on my resume, if provided. I certify that such statements are true, and understand that misrepresentation or omission of facts called for in this form, or on any resume provided by me, is cause for termination of employment without notice. I understand that nothing in this application is intended to create or imply a contractual relationship; that if hired, employment is at will, and can be terminated at any time with or without reason. I also agree to, if employed, abide by all regulations of Boyce Thompson Institute as stated in the Employee Handbook, and as may be amended from time to time.

Signature

Date

As stated in the employee handbook, and as may be amended from time to time, no person shall be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, creed, color, sexual or affectional preference or orientation, religion, national or ethnic origin, sex, age, disability, marital status, or genetic predisposition or carrier status.