



Name

Position

## THE CITY UNIVERSITY OF NEW YORK

### EMPLOYMENT APPLICATION

#### **Important Notice to Applicants**

##### **Non Discrimination**

It is the policy of the University to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis in accordance with federal, state and city laws.

All questions or concerns regarding the University's non-discrimination policy or procedure should be addressed to the College's Chief Diversity Officer. Inquiries or complaints concerning sex discrimination and harassment may be referred to the College's Title IX Coordinator or to the Office of Civil Rights of the United States Department of Education.

##### **Disability Accommodation Available for Applicants**

If you require an accommodation for a disability in order to participate in the selection process, please contact the College's Human Resources Officer.

##### **Offer of Employment**

Any offer of employment is contingent upon successful completion of CUNY's **total** employment screening process, including receipt of references that the University and/or College considers satisfactory.

Official representations are solely those made in writing prior to appointment by the University/College executive or manager authorized to make the appointments for his/her respective division and area of responsibility.

##### **Post Offer Pre-Employment Medical Examination, Drug Screen, and Physical Fitness Assessment**

For some positions, the hiring department may require a medical examination, drug test, and/or physical fitness assessment as a condition of employment, only if it is relevant to the job. If such is required, it will be stated in the Position Vacancy Notice or Job Specification.

##### **Employment Eligibility and Identity Documents Verification**

Under the *Immigration and Reform Control Act of 1986*, CUNY is required to verify your employment eligibility and identity within three (3) days of your reporting to work.

If you are claiming preference for military service, you will be required to submit an original *DD214* along with verification of your disciplinary record.

##### **Reference and Background Checking**

Current and former employers may be contacted for verification of any and all information stated in this application and/or during any phase of the selection process. In order for CUNY to obtain this information, you will be asked to sign an Authorization to Release Reference Information form agreeing to hold any and all of your reference sources harmless and free of any liability for releasing information CUNY deems relevant to determining whether to employ you. For some positions, a criminal background check may be required as part of the employment process. Applicants for these positions will be required to complete a personal disclosure and release form before this information is obtained.



THE CITY UNIVERSITY OF NEW YORK

APPLICATION FOR EMPLOYMENT

College  Job ID#   Full-time  Part-time

Position  If part-time, hours available A.M.  P.M.

Contract Title

Personal Information

Last  First  Middle

If known by another name, please provide

Address  Apt. #

City  State  Zip Code  Daytime Phone #

email  Evening Phone #

Are you able to perform the essential functions of the position as described in the Position Vacancy Notice and/or Job Specification with or without reasonable accommodation?  Yes  No

If no and you would require an accommodation to perform the essential functions of this job and you wish to make known at this time what that would be, please indicate:

Please identify if you have any relatives employed in the department for which you are applying.  No relatives  Yes, I have (a) relative (s)

If yes, please explain

Are you legally eligible for employment in the United States?  Yes  No

**Applicant Attestation:**

By my signature below, I declare and affirm that I have read and fully understand that:  
 Any misrepresentation or material omission of facts in this application or in any other materials I submit in support of my candidacy (including but not limited to the letter of application and resume/CV), or in any oral statements I may make during the selection process shall be sufficient cause for disciplinary action up to and including termination, in the event I am hired, or shall be sufficient cause to end further consideration of my application prior to being hired;

Present and past employers may be contacted for verification of data and reference check, unless I specifically request otherwise and provide reasons acceptable to the hiring official. This verification may, but need not, begin prior to my receiving an offer;

An offer of employment is contingent on successful completion of the entire employment selection process, including the receipt and review of references, satisfactory to the University;

No manager or representative of CUNY has the authority to make an offer of employment or to represent a condition of employment which is in violation of the bylaws, rules, regulations, or collective bargaining agreements governing the City University of New York;

Any representations that are contrary to these policies, even when made in writing, are unenforceable;

Under federal law, CUNY is required to verify my employment eligibility and identity within three (3) days of my reporting to work. At that time, I must produce legitimate supporting documents.

Signature  Date

**A. Education** (Please indicate highest equivalent grade of education completed):

Doctorate       Masters       Baccalaureate       High School/GED

**List schools attended, beginning with most recent (college, business school, high school, vocational or trade school, etc.):**

School Name	<input type="text"/>	School Name	<input type="text"/>	School Name	<input type="text"/>						
Location	<input type="text"/>	Location	<input type="text"/>	Location	<input type="text"/>						
Major Study	<input type="text"/>	Major Study	<input type="text"/>	Major Study	<input type="text"/>						
Credits completed	<input type="text"/>	Degree received	<input type="text"/>	Credits completed	<input type="text"/>	Degree received	<input type="text"/>	Credits completed	<input type="text"/>	Degree received	<input type="text"/>

**B. Employment History:** (Begin with present or last job (if currently unemployed) and work back for the last 15 years listing all job-related full or part-time employment. Be sure to include any current CUNY employment held. Attach an extra page, if necessary.)

Employer Name	<input type="text"/>	Job Title	<input type="text"/>				
Address	<input type="text"/>	Briefly describe duties	<input type="text"/>				
Telephone	<input type="text"/>						
Name/Title of Immediate Supervisor	<input type="text"/>	Date employed from	<input type="text"/>	Date employed to	<input type="text"/>		
Telephone	<input type="text"/>	Reason for leaving	<input type="text"/>				
<input type="radio"/> Full-time <input type="radio"/> Part-time	Salary (Indicate one):	Gross Annual	<input type="text"/>	Gross Weekly	<input type="text"/>	Gross Hourly	<input type="text"/>

Employer Name	<input type="text"/>	Job Title	<input type="text"/>				
Address	<input type="text"/>	Briefly describe duties	<input type="text"/>				
Telephone	<input type="text"/>						
Name/Title of Immediate Supervisor	<input type="text"/>	Date employed from	<input type="text"/>	Date employed to	<input type="text"/>		
Telephone	<input type="text"/>	Reason for leaving	<input type="text"/>				
<input type="radio"/> Full-time <input type="radio"/> Part-time	Salary (Indicate one):	Gross Annual	<input type="text"/>	Gross Weekly	<input type="text"/>	Gross Hourly	<input type="text"/>

Employer Name	<input type="text"/>	Job Title	<input type="text"/>				
Address	<input type="text"/>	Briefly describe duties	<input type="text"/>				
Telephone	<input type="text"/>						
Name/Title of Immediate Supervisor	<input type="text"/>	Date employed from	<input type="text"/>	Date employed to	<input type="text"/>		
Telephone	<input type="text"/>	Reason for leaving	<input type="text"/>				
<input type="radio"/> Full-time <input type="radio"/> Part-time	Salary (Indicate one):	Gross Annual	<input type="text"/>	Gross Weekly	<input type="text"/>	Gross Hourly	<input type="text"/>

Please explain any gaps in employment in excess of two (2) months during the past 15 years

**C. Important skills, competencies, or experience not identified above** (Identify other important skills, competencies, expertise, or related experiences (such as volunteer work, competence in foreign language, etc.) that you feel should be considered in evaluating your suitability for this position.

**D. Background Questions**

1. Have you previously been employed by CUNY in a position not reported in Section B? If yes, please give name of college, name and title of supervisor, dates of employment, job title (s), and reason for leaving.  Yes  No

2. Have you ever been discharged or asked to resign from any employment? If yes, explain briefly  Yes  No

3. Have you ever been convicted of an offense anywhere, including felonies, misdemeanors or violations (not including traffic violations or convictions sealed, expunged, or set aside under federal law or state law?  Yes  No

4. Are there any criminal charges or violations (except for traffic violations) **currently** pending against you?  Yes  No

**Note: A conviction record will not necessarily disqualify you from the position for which you are applying. Each record will be reviewed in accordance with guidelines established by the University and in accordance with New York State Law. Failure to tell the truth will, when discovered, automatically result in your elimination from consideration or your termination if you have been selected.**

5. Please explain below all past convictions or currently pending charges against you (as specified in Questions 3 and 4 above):

Offense		Date of conviction		Name and location of Court		Disposition including incarceration	
Offense		Date of conviction		Name and location of Court		Disposition including incarceration	
Offense		Date of conviction		Name and location of Court		Disposition including incarceration	

6. Are you a retiree of either a New York City or State agency or currently collecting a State/City pension?  Yes  No

If yes, are you willing to suspend pension payment if offered the position with CUNY?  Yes  No

7. The City University of New York may conduct a background investigation including, but not limited to, contacting references which you supply. Please list a minimum of three (3) persons residing in the United States who are not related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying.

**Professional References:**

Name, Title <input style="width: 90%;" type="text"/>	Name, Title <input style="width: 90%;" type="text"/>	Name, Title <input style="width: 90%;" type="text"/>
Company Affiliation <input style="width: 90%;" type="text"/>	Company Affiliation <input style="width: 90%;" type="text"/>	Company Affiliation <input style="width: 90%;" type="text"/>
Address <input style="width: 90%;" type="text"/>	Address <input style="width: 90%;" type="text"/>	Address <input style="width: 90%;" type="text"/>
Daytime Phone # <input style="width: 90%;" type="text"/>	Daytime Phone # <input style="width: 90%;" type="text"/>	Daytime Phone # <input style="width: 90%;" type="text"/>
email _____	email _____	email _____

**E. Recruitment Source:**

**From which source did you learn of this position?**

- Campus Posting
- Electronic Mail
- Personal Contact
- Other

Name

**Newspapers / Publications**

- New York Times
- Chronicle of Higher Education
- Hispanic Outlook
- Black Issues
- Discipline-specific journal
- Other

Name

**Internet Job Services / University web site**

- CUNY Web Site
- College Web Site
- Monster.com
- Higheredjobs.com
- Hotjobs.com
- America's Job Bank
- Careerbuilder.com
- Diversity.com
- Other

Name

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College

Name of Candidate

Position sought

### Authorization to Release Reference Information

I have applied for a position with the City University of New York (CUNY) and would like CUNY to be fully informed of my qualifications for the position. I hereby authorize any current or former employer, professional reference, and education/training provider, to disclose in good faith any information they may have regarding and pertaining to my qualifications and fitness for employment.

I agree to hold such employers, references, educational/training institutions and any other persons giving references harmless from liability or damages for providing the requested information.

A photocopy or fax of this authorization shall be as valid as the original.

Signature

Date

***The City University of New York is an Affirmative Action /Equal Employment Opportunity/Americans with Disabilities Act/IRCA Employer***