

Name: _____

Position: _____

THE CITY UNIVERSITY OF NEW YORK

EMPLOYMENT APPLICATION



THE CITY UNIVERSITY OF NEW YORK

Important Notice to Applicants

Non Discrimination

It is the policy of the City University of New York (CUNY) and its constituent colleges and units to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students, without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, or status as victim of domestic violence.

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/Personnel 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 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 Announcement 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 may be obtained.



**THE CITY UNIVERSITY OF NEW YORK
APPLICATION FOR EMPLOYMENT**

Position Sought: _____
Full Time: _____ Part Time: _____
If part time, hours available: _____ am _____ pm
Payroll Title: _____
Position Vacancy Number: _____

COLLEGE _____

(PRINT)
Name _____
Last First Middle

If known by another name, please give that name _____

Home Address _____
No. Street Apt # City State Zip

Telephone Number (____) _____ (____) _____
Home Day Time

Email Address _____

Are you able to perform the essential functions of the position as described in the Position Vacancy Announcement and/or Job Specification with or without reasonable accommodation? Yes____ No____. If 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 my 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	Location	Major Study	Credits Completed	Degree Received
1.				
2.				
3.				

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.

1. Employer Name _____ Address _____

Dates Employed: From ____/____/____ To ____/____/____ Job Title _____
 Mo. Yr. Mo. Yr.

Full Time _____ Part Time _____ Average number of hours per week _____

Reason for Leaving _____

Name/Title of Immediate Supervisor _____ Telephone Number _____

Briefly Describe Duties: _____

2. Employer Name _____ Address _____

Dates Employed: From ____/____/____ To ____/____/____ Job Title _____
 Mo. Yr. Mo. Yr.

Full Time _____ Part Time _____ Average number of hours per week _____

Reason for Leaving _____

Name/Title of Immediate Supervisor _____ Telephone Number _____

Briefly Describe Duties: _____

3. Employer Name _____ Address _____

Dates Employed: From _____ / _____ To _____ / _____ Job Title _____
Mo. Yr. Mo. Yr.

Full Time _____ Part Time _____ Average number of hours per week _____
Reason for Leaving _____
Final Base Salary/Indicate One:
() Annual \$ _____ () Weekly \$ _____
() Hourly \$ _____

Name/Title of Immediate Supervisor _____ Telephone Number _____

Briefly Describe Duties: _____

Please explain any gaps in employment in excess of two months during the past 15 years.

C. Other Important Skills, Competencies, or Experience Not Identified Above: Identify other important skills, expertise, or related experiences (such as volunteer work, competence in a foreign language, etc.) that you feel should be considered in evaluating your suitability for this position.

D. Other Background Questions:

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

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

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

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. For any conviction or charges pending against you (as described in question #3 of this section), please explain below.

Offense	Date/ Conviction	Name/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? No _____ Yes _____
If yes, are you willing to suspend pension payment if offered a position with CUNY? No _____ Yes _____
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

Kindly provide name, title, address, daytime telephone number, and company affiliation for each reference listed.

Name, Title	Address/Phone Number	Company Affiliation

E. Recruitment Source:

From what source did you learn of this position?	Newspapers/publications	Internet Job Services/University Web Site
Campus Posting Electronic Mail Personal Contact Other _____	New York Times Chronicle of Higher Education Hispanic Outlook Black Issues Discipline-Specific Journal Other _____	CUNY Web Site College Web Site Monster.com Higheredjobs.com Hotjobs.com America's Job Bank Careerbuilder.com Diversity.com Other _____

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

COLLEGE _____

Name of Candidate _____
(PLEASE PRINT)

Position Sought _____

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 _____

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