



Name

Position

College

Dept.

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**THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION - PART TWO  
POST-CONDITIONAL OFFER OF EMPLOYMENT**

**This form should be completed only after a conditional job offer has been made.**

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**Post-Conditional Offer Verifications and Checks**

**Employment Eligibility and Identity Documents Verification**

Newly hired employees must complete Section 1 of the Dept. of Homeland Security/U.S. Citizenship & Immigration Services I-9 Form **no later than the first day of employment**. CUNY is required to verify evidence of identity and employment authorization **within 3 business days of the employee's first day of employment**.

**Verification of Credentials**

Academic and professional credentials, as submitted in CUNY Employment Application Part 1, will be verified by the college.

**Criminal Background Check**

As a candidate with a conditional offer of employment, you must provide criminal background information. For some positions, a criminal history report may also be required. CUNY will consider your criminal history in accordance with Article 23-A of the New York State Correction Law.

A conviction record will not necessarily disqualify you from the position for which you are applying. However, failure to provide truthful responses will, when discovered, automatically result in the withdrawal of the conditional offer of employment or your termination, if employed.

Before any adverse action is taken based on a previous criminal conviction, CUNY will

- provide a written Article 23-A analysis to the candidate in a form determined by the New York City Commission on Human Rights (NYCCHR), together with any and all supporting information and/or documents which formed the basis and reasons for the adverse action; and
- after providing the candidate with the required documentation, allow him or her at least three business days to respond and, during that time, hold the position open for the candidate.

**Credit History Check, Medical Certification, Medical Examination, Drug Screening, and Physical Agility and Fitness Assessment**

For some positions, a credit history, medical certification, medical examination, drug test, and/or physical agility and fitness assessment may be required as a condition of employment. CUNY processes all information per applicable laws.

**Accommodation required to perform Essential Job Functions**

It is the University's policy to provide reasonable accommodations, when appropriate, to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or child-birth related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses.

If you require an accommodation to perform the essential job functions for the position for which you have received a conditional offer of employment, please contact the HR Director at the college or unit where you have received the conditional offer of employment.

**THE CITY UNIVERSITY OF NEW YORK  
APPLICATION FOR EMPLOYMENT - PART TWO**

**Application for Employment - Part Two (Confidential Background Information)**  
**Only candidates who have received a conditional job offer should complete this form.**

For questions and concerns, candidates may request guidance from the Office of Human Resources.

**The completed form should be submitted to the Office of Human Resources only.**

College	<input type="text"/>	Job ID#	<input type="text"/>	<input type="checkbox"/> Full-time
Position	<input type="text"/>			<input type="checkbox"/> Part-time
Contract Title	<input type="text"/>			A.M. <input type="text"/>
				P.M. <input type="text"/>

**Personal Information**

Last Name  First Name  Middle Initial

If known by another name, please provide

Address  Apt. #

City  State  Zip Code  Daytime Phone #

e-mail  Evening Phone #

**Please complete Page 3**

**Confidential Criminal Background Information:**

1. Have you ever been convicted of a misdemeanor or felony? Even if you were convicted, answer "NO" if your conviction:  
 (a) was sealed, expunged, or reversed on appeal;  
 (b) was for a violation, infraction, or other petty offense such as "disorderly conduct";  
 (c) resulted in a youthful offender or juvenile delinquency finding; or  
 (d) if you withdrew your plea after completing a court program and were not convicted of a misdemeanor or felony.

Yes  No

2. Are there any criminal charges **currently** pending against you?

Yes  No

3. Please explain below **all** past convictions or currently pending criminal charges against you (as specified in Questions 1 and 2 above).  
**Attach additional pages, as necessary.**

Offense	<input type="text"/>	Date of conviction	<input type="text"/>	Name and location of Court	<input type="text"/>	Disposition including incarceration	<input type="text"/>
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Offense	<input type="text"/>	Date of conviction	<input type="text"/>	Name and location of Court	<input type="text"/>	Disposition including incarceration	<input type="text"/>
Offense	<input type="text"/>	Date of conviction	<input type="text"/>	Name and location of Court	<input type="text"/>	Disposition including incarceration	<input type="text"/>

**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 on this form shall be sufficient cause to end further consideration of my candidacy for the position for which I have received a conditional offer of employment or shall be sufficient cause for disciplinary action up to and including termination, in the event I am hired.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**COLLEGE USE ONLY**

Received by the Director of Human Resources

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_