

Name	<input type="text"/>
Position	<input type="text"/>
College	<input type="text"/>
Dept.	<input type="text"/>

THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION - PART ONE

Important Notice to Applicants

Our Commitment to Diversity

Diversity and inclusion are core values of The City University of New York (CUNY or The University). We believe adherence to these values creates an environment that best allows our students, faculty and staff to learn, work and succeed. As a University, we strive to respect differences, but more importantly, we seek to leverage the talents of all members of the University community in order to foster academic and administrative excellence. These values make CUNY a great place to learn and work!

Equal Opportunity and Non-Discrimination Policy

The University is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University. It is the policy of the University-applicable to all colleges and units-to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

It is also 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.

All questions or concerns regarding the University's non-discrimination policy or procedure, or the application of that procedure, should be addressed to the College's Chief Diversity Officer. Inquiries or complaints concerning sex discrimination and sexual misconduct may be referred to the College's Title IX Coordinator or to the Office for 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 Office of Human Resources.

Military Service

If you are claiming preference for military service, you will be required to submit an original DD 214 along with verification of your disciplinary record.

Offer of Employment

Any offer of employment is contingent upon successful completion of CUNY's employment screening process, including receipt of references that the University and/or College considers satisfactory. Offers and terms of employment will only be made in writing.

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

For some positions, a medical examination, drug test, and/or physical fitness assessment may be required as a condition of employment. If any examination or assessment 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 days of your reporting to work.

Reference and Background Checking

Current and former employers may be contacted for verification of any and all information stated in this application or obtained 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. Applicants who do not want their current employer to be contacted prior to receiving an offer of employment are required to make such a request and provide reasons therefor. For some positions, a criminal and credit 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- PART ONE

Application for Employment - Part One (Employment and Educational History of the Applicant)

Applicants should submit this form at the time of the initial interview to the search committee.

College [] Job ID# [] Full-time [] Part-time []
If part-time, hours available
A.M. [] P.M. []
Position Title []
Contract Title []

Personal Information

Last Name [] First Name [] Middle Initial []
If known by another name, please provide []
Address [] Apt. # []
City [] State [] Zip Code [] Daytime Phone # []
email [] Evening Phone # []

Do 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 permitted to work in the United States? [] Yes [] No

Will you now or in the future require a visa sponsorship for employment at CUNY [] 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 either prior to or after receiving an offer of employment;

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 employment at CUNY;

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 days of my reporting to work. At that time, I must produce appropriate supporting documents.

Signature [] Date []

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

Doctorate
 Professional Degree
 Masters
 Baccalaureate
 Associate
 Trade/Vocational School
 High School/GED

List schools attended, beginning with most recent (university, college, business school, vocational or trade school, high 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"/>	Credits completed	<input type="text"/>

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"/>	Credits completed	<input type="text"/>

IF REQUIRED FOR POSITION: Provide driver's license number, professional/trade license/certification numbers. *Attach page, if necessary*

B. Employment History: Begin with present (or last job if currently unemployed) and work back for the last 15 years, listing all full or part-time employment. Be sure to include any current CUNY employment held. **Attach additional pages, 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="checkbox"/> Full-time <input type="checkbox"/> Part-time	Average hours worked per week part-time	Salary (Indicate one):	Gross Annual <input type="text"/>
	<input type="text"/>		Gross Weekly <input type="text"/>
			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="checkbox"/> Full-time <input type="checkbox"/> Part-time	Average hours worked per week part-time	Salary (Indicate one):	Gross Annual <input type="text"/>
	<input type="text"/>		Gross Weekly <input type="text"/>
			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"/>	Date employed from	<input type="text"/>
Name/Title of Immediate Supervisor	<input type="text"/>	Date employed to	<input type="text"/>
Telephone	<input type="text"/>	Reason for leaving	<input type="text"/>
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Average hours worked per week part-time	Salary (Indicate one):	Gross Annual <input type="text"/> Gross Weekly <input type="text"/>
	<input type="text"/>	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"/>	Date employed from	<input type="text"/>
Name/Title of Immediate Supervisor	<input type="text"/>	Date employed to	<input type="text"/>
Telephone	<input type="text"/>	Reason for leaving	<input type="text"/>
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Average hours worked per week part-time	Salary (Indicate one):	Gross Annual <input type="text"/> Gross Weekly <input type="text"/>
	<input type="text"/>	Hourly	<input type="text"/>

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. Attach additional pages, if necessary.*

D. Professional References:

The University may conduct a background investigation including, but not limited to, contacting references that you provide. Please list a minimum of three persons who are not related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying.

The Authorization to Release Reference Information Form (Page 7) must be completed.

1. Name	<input type="text"/>	2. Name	<input type="text"/>	3. Name	<input type="text"/>
Title	<input type="text"/>	Title	<input type="text"/>	Title	<input type="text"/>
Company	<input type="text"/>	Company	<input type="text"/>	Company	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>	Address	<input type="text"/>
Daytime Phone #	<input type="text"/>	Daytime Phone #	<input type="text"/>	Daytime Phone #	<input type="text"/>
e-mail	<input type="text"/>	e-mail	<input type="text"/>	e-mail	<input type="text"/>

G. How did you learn about this position? Check all that apply:

- College Human Resources Office
- College Website
- CUNY Website (cuny.edu or cuny.jobs)
- Someone I know who works at CUNY
- Union office
- Search Engine (Bing, Google)
- Printed Advertisement
- External Job Board
- Government Job Bank or Resource Agency (Veterans' Vocational Rehabilitation, Other)
- Job Fair, Conference, or Convention
- Professional or academic group, contact, or referral
- Social Media (LinkedIn, Facebook, Academia.edu, Other)
- Search Firm

Other General Category
(Please explain)

COLLEGE USE ONLY

Reviewed by Chair of Search Committee:

Name

Signature

Date

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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 equal employment / affirmative action employer and does not discriminate on any basis protected by federal, state or local laws