



Name

Position

College

Dept.

THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION - PART TWO

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 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 - PART TWO

Application for Employment - Part Two (Confidential Background Information)

Only finalists for the position should complete this form.
For questions and concerns, applicants 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 If part-time, hours available |
| Contract Title | <input type="text"/> | | | A.M. <input type="text"/> P.M. <input type="text"/> |

Personal Information

| | | | | | |
|--|----------------------|------------|----------------------|-----------------|----------------------|
| Last Name | <input type="text"/> | First Name | <input type="text"/> | Middle Initial | <input type="text"/> |
| If known by another name, please provide | <input type="text"/> | | | | |
| Address | <input type="text"/> | | | Apt. # | <input type="text"/> |
| City | <input type="text"/> | State | <input type="text"/> | Zip Code | <input type="text"/> |
| Daytime Phone # | <input type="text"/> | | | | |
| email | <input type="text"/> | | | Evening Phone # | <input type="text"/> |

If you would require an accommodation to perform the essential functions of this job and you wish to inform CUNY at this time, please describe the accommodation you require:

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 | <input type="text"/> | Date | <input type="text"/> |
|-----------|----------------------|------|----------------------|

Confidential Background Questions

1. Have you ever left a position for any disciplinary reason?

Yes No

If yes, explain briefly. **Attach additional pages, if necessary.**

2. Have you ever been convicted of an offense anywhere, including felonies, misdemeanors or penal law violations (not including traffic violations or convictions sealed, expunged, or set aside under federal law or state law)?

Yes No

3. Are there any criminal charges or penal law violations (except for traffic violations) currently pending against you?

Yes No

4. Please explain below **all** past convictions or currently pending charges against you (as specified in Questions 2 and 3 above).

Attach additional pages, as necessary.

| Offense | Date of conviction | Name and location of Court | Disposition including incarceration |
|--|--|--|--|
| <div style="border: 1px solid black; height: 40px;"></div> | <div style="border: 1px solid black; width: 100px; height: 40px;"></div> | <div style="border: 1px solid black; width: 100px; height: 40px;"></div> | <div style="border: 1px solid black; width: 100px; height: 40px;"></div> |
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Applicants who have a Certificate of Relief from Disabilities or a Certificate of Good Conduct in connection with one or more criminal offenses, must disclose and explain their criminal convictions, as required by questions 2, 3, and 4.

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 applicable law. Failure to tell the truth will, when discovered, automatically result in your elimination from consideration or your termination, if you have been selected.

COLLEGE USE ONLY

CUNY Employment Application Form Part 1, 2 and 3 are attached.
Part 2 and 3 have been reviewed by Director of Human Resources

Name

Signature

Date