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 Human Resources Director.

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*, we are 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

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 _____YORK 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/Date
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 _____

Final Base Salary/Indicate One:
( ) Annual $_____ ( ) Weekly $_____
( ) Hourly $_____

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 _____

Final Base Salary/Indicate One:
( ) Annual $_____ ( ) Weekly $_____
( ) Hourly $_____

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.

Final Base Salary/Indicate One:

Full Time_____ Part Time_____ Average number of hours per week _____

( ) Annual $_____ ( ) Weekly $_____

Reason for Leaving_____

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

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**

The City University of New York

CONVICTION NOTICE AND LICENSE REGISTRATION FORM

Upon appointment, this form will be used to verify your claims; convictions will be verified with the New York State Division of Criminal Justice Services.

PLEASE ANSWER ALL QUESTIONS, one character per space.

SSN # ___ - __ - ____

DATE: __ / __ / __

LNAME _____ **FNAME** _____ **M.I.** ___

Please list below any other name you may be known by (this includes maiden name):

LNAME _____ **FNAME** _____ **M.I.** ___

STREET ADDRESS _____ **APT #** ____

CITY OR TOWN _____

STATE __ **ZIPCODE** _____ - ____

HOME PHONE # (___) ___ - ____ **WORK PHONE #** (___) ___ - ____

LICENSE OR PROFESSIONAL REGISTRATION:
(If required for position or as stated in the vacancy notice or exam announcement, such as driver's license, engineer's license, etc.)

1. Name of License/Registration valid in NYC_____ License #_____

   Name of Issuing Agency_____

   Date Originally Issued_____ Date Last Renewed_____

   Renewal No. (if any)_____ Date of Expiration_____

   Have you ever had a license, certificate or permit suspended or revoked? _____Yes _____No. If yes, give full details.

   _____

   _____

2. Name of License/Registration valid in NYC_____ License #_____

   Name of Issuing Agency_____

   Date Originally Issued_____ Date Last Renewed_____

   Renewal No. (if any)_____ Date of Expiration_____

   Have you ever had a license, certificate or permit suspended or revoked? _____Yes _____No. If yes, give full details.

   _____

   _____

REVISED CONVICTIONS To be used instead of Form 602a R-01/01 (Applicants for Security and Public Safety positions are subject to a more vigorous criminal history background check.)

A conviction record will not necessarily disqualify you from the position for which you are applying. Each record is reviewed to determine eligibility in accordance with guidelines established by the University and in accordance with New York State Law. However, **FAILURE TO REPORT THE REQUIRED INFORMATION WILL AUTOMATICALLY DISQUALIFY YOU REGARDLESS OF THE REASON FOR THE OMISSION/FALSIFICATION.**

For each conviction or pending charge, you may state facts in favor of your employment on a separate sheet to be attached to this form. These facts will be considered when your application is being reviewed.

A suspended sentence, a fine, a conditional discharge, a Certificate of Relief from Disabilities, or an adjournment in contemplation of dismissal, does not expunge an offense from your record, and the offense must be reported.

1. Were you **ever** convicted of an offense anywhere including **felonies, misdemeanors or violations (except for traffic violations or convictions sealed, expunged or set aside under Federal or State law)**?

   Answer YES or NO _____

Only a court can determine youthful offender status and seal a conviction. You are not considered a youthful offender just because of your age at the time of the conviction. If you are unsure whether a conviction was sealed, respond yes to the question and explain below or in an attachment why you are unsure. Most traffic tickets involve infractions or violations, which need not be reported. However, some convictions, such as driving while intoxicated, are classified as misdemeanors or more serious offenses, which must be reported.

2. Are there any criminal charges or violations (except for traffic violations) **currently** pending against you?

   Answer YES or NO _____

3. In the space below, please list: a) all felony convictions and felony pending charges **regardless of the date received**; and b) for misdemeanors and violations, all your convictions and pending charges **for the past 10 years**. If none, write "NONE". You must list convictions even if you plead guilty or received a Certificate of Relief from Disabilities, and regardless of the penalty or sentence you received.

Date of Conviction (Mo/Yr)	Offense of which you were convicted	Name/location of court	Disposition including incarceration

WARNING: FALSIFYING OR OMITTING ANY MATERIAL REQUIRED ON THIS FORM WILL RESULT IN YOUR DISQUALIFICATION AND YOUR REMOVAL FROM CUNY SERVICE AND MAY RESULT IN CRIMINAL PROSECUTION. YOUR STATEMENTS WILL BE CHECKED USING COURT OR OTHER RECORDS. REMEMBER TO RESPOND TO THE THREE QUESTIONS AND FILL IN THE INFORMATION REQUESTED ABOVE.

DECLARATION FOR THE SECTIONS ABOVE DATE:_____

I, _____ (Print name), residing at _____ (Address)

do declare that all the statements contained herein are true and correct to the best of my knowledge. _____ (Signature)

To be completed by College HR/Personnel Department

Candidate_____ College_____ Dept._____ Date_____

CSC Title_____ Action (Appt, Trans, Reinst)_____ App't Date_____ Status_____

Completed by_____ Title_____ Date_____

HR/Personnel Director_____ (Signature)

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 _____

The City University of New York

THE CITY UNIVERSITY OF NEW YORK

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

COLLEGE_____YORK 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_____

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

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