



Name

Position

College

Dept.

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.

Professional References

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, please complete the [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.

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	<input type="text"/>	Job ID#	<input type="text"/>	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time
				If part-time, hours available	
Position Title	<input type="text"/>				
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"/>

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

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 to end further consideration of my application prior to being hired, or shall be sufficient cause for disciplinary action up to and including termination, in the event I am hired;

- The University will verify academic and professional credentials and may contact present and past employers to check professional references, as provided, 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. Offers and terms of employment will only be made in writing.

- 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, policies, or collective bargaining agreements governing employment at CUNY; and any representations that are contrary to these policies, even when made in writing, are unenforceable.

Signature	<input type="text"/>	Date	<input type="text"/>
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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"/>

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"/>

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"/>	CUNY Contract Title, if applicable	<input type="text"/>
Telephone	<input type="text"/>	Briefly describe duties	<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"/>
			Gross Weekly <input type="text"/>
			Hourly <input type="text"/>

Employer Name	<input type="text"/>	Job Title	<input type="text"/>
Address	<input type="text"/>	CUNY Contract Title, if applicable	<input type="text"/>
Telephone	<input type="text"/>	Briefly describe duties	<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"/>
			Gross Weekly <input type="text"/>
			Hourly <input type="text"/>

Employer Name	<input type="text"/>	Job Title	<input type="text"/>
Address	<input type="text"/>	CUNY Contract Title, <i>if applicable</i>	<input type="text"/>
Telephone	<input type="text"/>	Briefly describe duties	<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 <input type="text"/>	Salary (Indicate one):	Gross Annual <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"/>	CUNY Contract Title, <i>if applicable</i>	<input type="text"/>
Telephone	<input type="text"/>	Briefly describe duties	<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 <input type="text"/>	Salary (Indicate one):	Gross Annual <input type="text"/> Gross Weekly <input type="text"/> Hourly <input type="text"/>

Have you ever left a position for any disciplinary reason?

☐ Yes ☐ No

If yes, explain briefly:

Attach additional pages, if necessary

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

CUNY encourages people with disabilities, minorities, veterans and women to apply.

At CUNY, Italian Americans are also included among our protected groups.

Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity.

CUNY is an EEO/AA/Vet/Disability Employer.