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## THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION – PART ONE

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

Check here if you are a CUNY Doctoral Student ☐

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### **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!

#### **Notice of Non-Discrimination**

It is the policy of the University-applicable to all colleges and units-to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without discriminating on the basis of actual or perceived race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, status as a victim of domestic violence/stalking/sex offenses, unemployment status, caregiver or familial status, prior record of arrest or conviction, or any other legally prohibited basis in accordance with federal, state and city laws. This policy is set forth in CUNY's *Policy on Equal Opportunity and Non-Discrimination*.

CUNY's *Policy on Sexual Misconduct* prohibits all forms of sexual misconduct, including sexual harassment, gender harassment and sexual violence.

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

Inquiries or complaints relating to CUNY's *Policy on Equal Opportunity and Non-Discrimination* should be addressed to the College's Chief Diversity Officer. Inquiries or complaints relating to CUNY's *Policy on Sexual Misconduct*, or about sex discrimination, should be addressed 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.

#### **Clery Act**

CUNY complies with the Clery Act. Copies of each college's *Annual Security Report*, which include security policies and crime statistics, are available in the Office of Public Safety and on each campus' website.

**Military Service**

If you are claiming Civil Service 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 reasoning.

To further CUNY's commitment to compensate its employees fairly and equally for the work they do, CUNY will not inquire about an applicant's current or prior compensation history.



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## THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION – PART ONE EMPLOYMENT AND EDUCATION HISTORY OF APPLICANT

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Position Title: \_\_\_\_\_

Contract Title: \_\_\_\_\_

College: \_\_\_\_\_ Job ID#: \_\_\_\_\_

Full-Time                      Part-Time                      *\*if part time, hours available:* A.M.                      P.M.

Check here if you are a CUNY Doctoral Student

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### **Personal Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

If known by another name, please provide: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Preferred Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

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Do you have any relatives employed in the department for which you are applying?

Yes                      No

If yes, please explain: \_\_\_\_\_

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Are you legally authorized to work in the United States?

Yes                      No

Will you now or in the future require sponsorship for employment visa status (*e.g., H-1B visa status*)?

Yes                      No

Please be advised that sponsorship for employment authorization is a campus-based decision and is generally reserved for academic appointments.



**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: \_\_\_\_\_

Date: \_\_\_\_\_



**Education**

Please indicate the highest equivalent grade of education completed:

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

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**List schools attended, beginning with most recent:**

School Name(1): \_\_\_\_\_ Location: \_\_\_\_\_

Major Study: \_\_\_\_\_ Credits Completed: \_\_\_\_\_

Degree Received? \_\_\_\_\_

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School Name(2): \_\_\_\_\_ Location: \_\_\_\_\_

Major Study: \_\_\_\_\_ Credits Completed: \_\_\_\_\_

Degree Received? \_\_\_\_\_

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School Name(3): \_\_\_\_\_ Location: \_\_\_\_\_

Major Study: \_\_\_\_\_ Credits Completed: \_\_\_\_\_

Degree Received? \_\_\_\_\_

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School Name(4): \_\_\_\_\_ Location: \_\_\_\_\_

Major Study: \_\_\_\_\_ Credits Completed: \_\_\_\_\_

Degree Received? \_\_\_\_\_

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**IF REQUIRED FOR POSITION:** Please provide driver's license number, professional/trade license/certification numbers. If necessary, attach page to application.

Type: \_\_\_\_\_ License Number: \_\_\_\_\_



### Employment History

Begin with present or most recent job and work back for the last 15 years, listing all full and part time employment. Be sure to include any current CUNY employment held. If necessary, attach additional pages.

Employer Name(1): \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ CUNY Contract Title (if applicable): \_\_\_\_\_

Full-Time                      Part-Time                      \*if part-time, average hours per week: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date Employed from: \_\_\_\_\_ Date Employed to: \_\_\_\_\_

Duties: \_\_\_\_\_

Name/Title of Immediate Supervisor: \_\_\_\_\_

Phone #: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer Name(2): \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ CUNY Contract Title (if applicable): \_\_\_\_\_

Full-Time                      Part-Time                      \*if part-time, average hours per week: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date Employed from: \_\_\_\_\_ Date Employed to: \_\_\_\_\_

Duties: \_\_\_\_\_

Name/Title of Immediate Supervisor: \_\_\_\_\_

Phone #: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer Name(3): \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ CUNY Contract Title (if applicable): \_\_\_\_\_

Full-Time                      Part-Time                      \*if part-time, average hours per week: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date Employed from: \_\_\_\_\_ Date Employed to: \_\_\_\_\_



Duties:

Name/Title of Immediate Supervisor: \_\_\_\_\_

Phone #: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer Name(4): \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ CUNY Contract Title (if applicable): \_\_\_\_\_

Full-Time                      Part-Time                      \*if part-time, average hours per week: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date Employed from: \_\_\_\_\_ Date Employed to: \_\_\_\_\_

Duties:

Name/Title of Immediate Supervisor: \_\_\_\_\_

Phone #: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Important Skills, Competencies, or Experience Not Identified Above**

Identify other important skills, competencies, expertise or related experience (*such as volunteer work, competence in foreign language, etc.*) that you feel should be considered in evaluating your suitability for this position. If necessary, attach additional pages.



### **Professional References**

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 Information Form (final page of employment application) must be completed.*

Name/Title(1): \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Name/Title(2): \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Name/Title(3): \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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### **How did you learn about this position? Check all that apply:**

College Human Resources Office      College Website      CUNY Website (*cuny.edu* or *cuny.jobs*)

Some I know who works at CUNY      Union Office      Search Engine (*Google, Bing, etc.*)

Printed advertisement      External Job Board      Job Fair, Conference or Convention

Government Job Bank or Resource Agency (*Veteran's Vocational Rehabilitation, Other*)

Professional of Academic Group, Contact or Referral      Social Media:

Search Firm      Other (*please explain*): \_\_\_\_\_

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### **College Use Only**

Reviewed by Chair of Search Committee/Hiring Manager:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





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: \_\_\_\_\_

***Consistent with legal mandates, CUNY defines protected classes for the purposes of affirmative action in employment as follows: Asian, Black or African American, Hispanic or Latino (including Puerto Rican), American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander, Individuals with Disabilities, Veterans, and Women. The Chancellor of CUNY expanded these classes to include Italian Americans on December 9, 1976.***

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