



POSITION FOR WHICH YOU ARE APPLYING

FULL TIME _____ If PT, Hours available _____
PART TIME _____ _____ am _____ pm

APPLICATION FOR EMPLOYMENT SHORT FORM

College Name: _____

Print Name: Last First Middle

Home Address No. Street Apt # City State Zip

Telephone Number () - () Home Business SSN# - -

Are you authorized to work in the U.S.? Yes No
Under the Immigration and Reform Control Act, CUNY is required to verify your employment eligibility and identity within three (3) days of your reporting to work.

EDUCATION: Please indicate highest equivalent grade of education completed (eg. GED=12; BA=16)
List schools attended, beginning with most recent (college, business, high school, vocation, trade etc.)

Table with 7 columns: School Name, Location, Date Entered, Date Left, Major Study, Total credits Completed, Degree & Date Received

GED: Year Issued Certification #:

EMPLOYMENT HISTORY: Begin with present or last job and work back for the last 15 years, if job related. Attach an extra page, if necessary.

1. Firm Name Address

Dates Employed From / To Job Title Final Base Salary/Indicate one:
() Annual \$
() Weekly \$
() Hourly \$

Name & Title of Immediate Supervisor Reason for Leaving
Briefly describe duties

2. Firm Name Address

Dates Employed From / To Job Title Final Base Salary/Indicate one:
() Annual \$
() Weekly \$
() Hourly \$

Name & Title of Immediate Supervisor Reason for Leaving
Briefly describe duties

3. Firm Name Address

Dates Employed From / To Job Title Final Base Salary/Indicate one:
() Annual \$
() Weekly \$
() Hourly \$

Name & Title of Immediate Supervisor Reason for Leaving
Briefly describe duties

1. May we contact the employers listed above prior to your being hired at CUNY? All employment (prior/current) will be verified after hire.
Yes No If no, explain

2. Have you previously been employed by CUNY? No _____ Yes _____ If yes, please give name of college, dates of employment, title(s) and reason for leaving. _____
3. Have you ever been discharged or asked to resign from any employment? No _____ Yes _____ If yes, please explain briefly. _____
4. List any special skills that you possess that are either required for this job or which you believe will help you perform this job better (eg. office machines, languages, word processor); be specific: _____
5. Are you physically, mentally and medically able, with or without reasonable accommodation, to perform fully the essential duties of this job as **contained in the job description**? Yes _____ No _____
If No, you may still be eligible for appointment to the position. If appointed, be prepared to provide additional specific information.
6. Are you working or do you anticipate working at any other job? Yes _____ No _____ If yes, give name of employer, days and time of work, nature of duties. _____
7. Are you currently a full-time student? Yes _____ No _____
If yes, give name of school _____ Credits earned this semester _____
8. Are you a retiree of both a New York City or State agency and currently collecting a pension? Yes _____ No _____ If yes, are you willing to suspend pension payment if offered a position with CUNY? Yes _____ No _____

NOTICE (Please read carefully)

A material false statement or omission willfully or fraudulently made in this application (including attached papers and related interviews) will result in disqualification, even following appointment, and may result in criminal prosecution.

If the position for which this application is submitted requires, as a condition of employment, the applicant to successfully undergo a drug, alcohol, medical and/or psychological examination, failure to pass such examination or failure to report for such examination shall be grounds for non-appointment or for invalidating the appointment when an offer has been made. Any offer of employment is contingent on successful completion of The City University of New York's total employment screening process, including, when required, receipt of references which the University or College considers satisfactory.

Only the representations made by the President of the College or the College Appointing Officer – usually the College Personnel/Human Resources Director made in writing prior to appointment are official representations. No manager or representative of The City University of New York has the authority to make an offer of employment or to represent a condition of employment including those made in writing. If such an offer and/or condition is made by those other than the President or Appointing Officer it would be unenforceable because it would be a violation of the University Bylaws, Rules and Regulations, or Collective Bargaining Agreements governing the administrative policies of the University. The City University reserves the right to revise without notice any personnel policy or practice at any time other than those set forth in the University Bylaws, applicable New York Laws, Collectively Bargained Agreements, and the Rules of the CUNY Civil Service Commission.

Applicant's Certification and Agreement

AFFIRMATION:

I declare and affirm, under penalty of perjury, that I have read and understand the above notice, and that the statements I have made herein are true and correct to the best of my knowledge.

Your Signature: _____

Date: _____

HUMAN RESOURCES MANAGEMENT SERVICES OFFICE ONLY

Date Received: _____ Mailed: _____ Drop In: _____

Word Processing Score: _____ Date: _____ P.O. Staff Initials: _____ (attach summary sheet)

Interview Date: _____ By: _____ Position: _____

Interview Date: _____ By: _____ Position: _____

Interview Date: _____ By: _____ Position: _____

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION, AMERICAN'S WITH DISABILITIES ACT, AND IMMIGRATION REFORM AND CONTROL ACT EMPLOYER