



THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION – PART TWO POST CONDITIONAL OFFER OF EMPLOYMENT

This form should be completed only after a conditional job offer has been made.

Last Name: _____ First Name: _____
College: _____ Department: _____
Position: _____ Check here if you are a CUNY Doctoral Student ☐

Post Conditional Offer Verifications and Checks

Employment Eligibility and Identity Documents Verification

Newly hired employees must complete Section 1 of the Dept. of Homeland Security/U.S. Citizenship & Immigration Services I-9 Form **no later than the first day of employment**. CUNY is required to verify evidence of identity and employment authorization **within 3 business days of the employee's first day of employment**.

Verification of Credentials

Academic and professional credentials, as submitted in CUNY Employment Application Part 1, will be verified by the college.

Criminal Background Check

As a candidate with a conditional offer of employment, you must provide criminal background information. For some positions, a criminal history report may also be required. CUNY will consider your criminal history in accordance with Article 23-A of the New York State Correction Law.

A conviction record will not necessarily disqualify you from the position for which you are applying. However, failure to provide truthful responses will, when discovered, automatically result in the withdrawal of the conditional offer of employment or your termination, if employed.

Before any adverse action is taken based on a previous criminal conviction, CUNY will:

- Provide a written Article 23-A analysis to the candidate in a form determined by the New York City Commission on Human Rights (NYCCHR), together with any and all supporting information and/or documents which formed the basis and reasons for the adverse action; and
- After providing the candidate with the required documentation, allow him or her at least three business days to respond and, during that time, hold the position open for the candidate.

Credit History Check, Medical Certification, Medical Examination, Drug Screening, and Physical Agility and Fitness Assessment

For some positions, a credit history, medical certification, medical examination, drug test, and/or physical agility and fitness assessment may be required as a condition of employment. CUNY processes all information per applicable laws.



Accommodation required to perform Essential Job Functions

It is 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.

If you require an accommodation to perform the essential job functions for the position for which you have received a conditional offer of employment, please contact the HR Director at the college or unit where you have received the conditional offer of employment.



THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION – PART TWO

CONFIDENTIAL BACKGROUND INFORMATION

Only candidates who have received a conditional job offer should complete this form.

For questions and concerns, candidates may request guidance from the Office of Human Resources.

The completed form should be submitted to the Office of Human Resources only.

College: _____ Position: _____

Contract Title: _____ Job ID#: _____

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

Check here if you are a CUNY Doctoral Student ☐

Personal Information

Last Name: _____ First Name: _____ Middle Initial: _____

If known by another name, please provide: _____

Address: _____ Apt #: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Preferred Phone #: _____

Please complete Page 3



Confidential Criminal Background Information

1. Have you ever been convicted of a misdemeanor or felony? Even if you were convicted, answer “NO” if your conviction:

- a. Was sealed or should be sealed under the *NYS Clean Slate Act*¹, expunged or reversed on appeal
- b. Was for a violation, infraction or other petty offense such as “disorderly conduct”
- c. Resulted in a youthful offender or juvenile delinquency finding
- d. If you withdrew your plea after completing a court program and were not convicted of a misdemeanor or felony

☐

Yes

☐

No

2. Are there any criminal charges **currently** pending against you?

☐

Yes

☐

No

3. Please explain below **all** past convictions or currently pending criminal charges against you (*as specified in Questions 1 and 2 above*). If necessary, attach additional pages

Offense	Date of Conviction	Name/Location of Court	Disposition including incarceration
Offense	Date of Conviction	Name/Location of Court	Disposition including incarceration
Offense	Date of Conviction	Name/Location of Court	Disposition including incarceration
Offense	Date of Conviction	Name/Location of Court	Disposition including incarceration

Applicant Attestation:

By my signature below, I declare and affirm that I have read and fully understand that:

Any misrepresentation of material omission of facts on this form shall be sufficient cause to end further consideration of my candidacy for the position for which I have received a conditional offer of employment or shall be sufficient cause for disciplinary action up to and including termination, in the event that I am hired.

Signature: _____

Date: _____

College Use Only

Received by the Director of Human Resources

Name: _____

Date: _____

Signature: _____

¹ The waiting period is 8 years for a felony and 3 years for a misdemeanor. Some convictions will not be sealed: out of state convictions, federal convictions, sex offenses, class A felonies (except for drug possession and sale). [FAQ — Clean Slate NY](#)