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 college’s Human Resources/Personnel Officer.

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, CUNY is 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.
COLLEGE ____________________________  

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).

<table>
<thead>
<tr>
<th>School Name</th>
<th>Location</th>
<th>Major Study</th>
<th>Credits Completed</th>
<th>Degree Received</th>
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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.
   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:____________________________________________________
   ________________________________________________________________
   ________________________________________________________________

2. 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:____________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
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 $______
( ) Hourly $______

Reason for Leaving_______________________________________________________________

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. For any conviction or charges pending against you (as described in question #3 of this section), please explain below.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Date/ Conviction</th>
<th>Name/Location of Court</th>
<th>Disposition including incarceration</th>
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<tbody>
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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.

<table>
<thead>
<tr>
<th>Name, Title</th>
<th>Address/Phone Number</th>
<th>Company Affiliation</th>
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<tbody>
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</tbody>
</table>
E. Recruitment Source:

<table>
<thead>
<tr>
<th>From what source did you learn of this position?</th>
<th>Newspapers/publications</th>
<th>Internet Job Services/University Web Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Posting</td>
<td>New York Times</td>
<td>CUNY Web Site</td>
</tr>
<tr>
<td>Electronic Mail</td>
<td>Chronicle of Higher Education</td>
<td>College Web Site</td>
</tr>
<tr>
<td>Personal Contact</td>
<td>Hispanic Outlook</td>
<td>Monster.com</td>
</tr>
<tr>
<td>Other _____________________________</td>
<td>Black Issues</td>
<td>Higheredjobs.com</td>
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<td></td>
<td>Discipline-Specific Journal</td>
<td>Hotjobs.com</td>
</tr>
<tr>
<td></td>
<td>Other _____________________________</td>
<td>America’s Job Bank</td>
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<td>Careerbuilder.com</td>
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<td>Diversity.com</td>
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<td>Other _________________________________</td>
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</tbody>
</table>
AUTHORIZATION TO RELEASE REFERENCE INFORMATION

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_______________________