

BRONX COMMUNITY COLLEGE
The City University of New York
University Avenue and West 181st Street
Bronx, NY 10453

This form is to be typewritten or printed

APPLICATION FORM

Name in Full _____
Last
First
Middle

To assist us in checking references, give other names, if any, by which your records are maintained by schools or employers and place initials of this name in margin to left of each such school or employer.

Home Address _____

Borough, City, State, Zip Code _____

Telephone Number: Home _____ Business _____

Social Security Number _____

MILITARY SERVICE RECORD

Have you ever served in the armed forces? _____ Yes _____ No. If yes, what branch _____

Dates of Duty, From _____ To _____

If hired, how much notice do you require before you report to work? _____

** The New York State Human Rights Law prohibits discriminations in employment on the basis of age, race, creed, color, national origin, sex, disability or marital status.

Department to which you are applying _____

Academic Discipline(s) _____

Full Time _____ Part Time _____ Summer _____

EDUCATIONAL BACKGROUND: Account for all time since completion of high school study to the present - include colleges, universities, professional schools, etc.

Colleges, Universities & Professional Schools	<u>Dates Attended</u> From _____ To _____	* <u>Degree Received</u> Degree _____ Date _____	<u>Major</u>

* If no degree, indicate number of credits received _____

If you are currently engaged in a program of higher education, what is your present status?

- EQUAL OPPORTUNITY EMPLOYER -

Bronx Community College DOES NOT DISCRIMINATE, on the basis of sex, age, color, religion, national origin or disability in its admission policy, educational or activities programs, or hiring procedures.

NAME _____

LICENSES & CERTIFICATIONS: List those currently valid such as Registered Architect; Certified Public Accountant; Registered Nurse; Certified Engineering Technician; Dental Hygienist; Professional Engineer, etc. Indicate Certificate or License numbers, dates issued and licensing agency.

PUBLICATIONS AND/OR CREATIVE WORK: List all publications including title or Master’s Thesis, Doctoral Dissertation, books, articles, reviews, etc.

PROFESSIONAL SOCIETIES: Indicate type of membership, offices held and dates of membership.

CIVIC AND COMMUNITY ORGANIZATIONS: Indicate organizations in which you hold membership, offices held and dates of membership.

HONORS & AWARDS: e.g. National Science Foundation; New York State Regents Scholarships; Fulbright Scholarships, etc.

REFERENCES: List three (3) persons living in the United States who are not related to you and who have definite knowledge of your qualifications and fitness for the positions for which you are applying.

Full Name	Business or Home Address	Business or Occupation

Note: If additional space is needed to answer any item, please attach additional sheet (s).

NAME _____

PLEASE ANSWER THE FOLLOWING QUESTIONS BY CHECKING THE APPROPRIATE SPACE

Are you able to perform the duties of the job for which you are applying without endangering the health or safety of yourself or other employees? If not, please explain on a separate page.

Have you ever been convicted of a crime or offense including traffic infractions? Yes _____ No _____ If yes, describe in full _____

May we contact the employers you have listed in this application? Yes _____ No _____ If no, indicate by number which one(s) you do not wish us to contact.

Are you attending classes or do you expect to attend classes at any college in the City University? Yes _____ No _____

If yes, give details, name of college, days and time of classes, matriculation, degree goal, number of years have attended. _____

Are you working or do you anticipate working on other employment? Yes _____ No _____ If yes, give name of employer, days and time of work, nature of duties. _____

If you accept another position while working fo us you must notify us and secure College approval.

Have you ever been discharged or forced to resign from any position for misconduct or unsatisfactory service? Yes _____ No _____ If yes, give complete details on separate sheet.

If you can speak, read or write in a foreign language, indicate the language and the skill you have in that language. _____

Other Special Skills or Interests _____

PLEASE READ CAREFULLY

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

Date _____

Signature of Applicant _____