To: All New Employees

From: Shelley B. Levy, Director of Human Resources

RE: Application Instructions - Employment Application Packet

Welcome to Bronx Community College.

Enclosed is your employment application packet. The packet consists of the following forms:

1. Fingerprinting service information and instructions
2. CUNY Employment Application Form
3. Conviction Notice and License Registration Form (OFSR-602a)
5. IT-2104 (City/State Employee's Withholding Allowance Certificate)
6. I-9 Form (& Affirmative Action Survey Form attached)
7. Conviction Notice and License Registration Form (OFSR-602a)
8. New York State Oath Form
10. Agency Shop Fee Agreement
11. Designation of Beneficiary Form (OFSR-459)
12. Emergency Contact Form
13. Direct Deposit Form

You will need to bring the following items with your application packet:

1. Birth Certificate
2. High School Diploma
3. Receipt for fingerprinting service
4. $____ Postal Money Order for processing (Payable to CUNY)
5. Social Security Card
6. Photo ID (Driver's License, Alien Resident Card, Passport, etc.)

The forms are self-explanatory. If you have any questions, please contact Carolyn Strange-Mckenzie at (718) 289-5117