



Name	
Position	
College	
Dept.	

THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION - PART ONE & TWO

This form is to be used for EXIGENCY HIRING OF FULL-TIME EMPLOYEES ONLY
(This form may be used for Acting/Interim titles, Substitute titles and Temporary Classified Civil Service titles)

Candidates must receive a written conditional offer of employment prior to completing this form

Important Notice to Applicants

Our Commitment to Diversity

Diversity and inclusion are core values of The City University of New York (CUNY or The University). We believe adherence to these values creates an environment that best allows our students, faculty and staff to learn, work and succeed. As a University, we strive to respect differences, but more importantly, we seek to leverage the talents of all members of the University community in order to foster academic and administrative excellence. These values make CUNY a great place to learn and work!

Notice of Non-Discrimination

It is the policy of the University-applicable to all colleges and units-to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without discriminating on the basis of actual or perceived race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, status as a victim of domestic violence/stalking/sex offenses, unemployment status, caregiver or familial status, prior record of arrest or conviction, or any other legally prohibited basis in accordance with federal, state and city laws. This policy is set forth in CUNY's Policy on Equal Opportunity and Non-Discrimination.

CUNY's Policy on Sexual Misconduct prohibits all forms of sexual misconduct, including sexual harassment, gender harassment and sexual violence.

It is also the University's Policy to provide reasonable accommodations and academic adjustments, when appropriate, to individuals with disabilities, individuals observing religious practices, individuals who have pregnancy or child-birth related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses.

Inquiries or complaints relating to CUNY's Policy on Equal Opportunity and Non-Discrimination should be addressed to the College's Chief Diversity Officer. Inquiries or complaints relating to CUNY's Policy on Sexual Misconduct, or about sex discrimination, should be addressed to the College's Title IX Coordinator or to the Office for Civil Rights of the United States Department of Education.

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 Office of Human Resources.

Clery Act

CUNY complies with the Clery Act. Copies of each college's Annual Security Report, which includes security policies and crime statistics, are available in the Office of Public Safety and on the web site for each campus.

Military Service

If you are claiming preference for military service, you will be required to submit an original DD 214 along with verification of your disciplinary record.

Professional References

Current and former employers may be contacted for verification of any and all information stated in this application or obtained during any phase of the selection process. In order for CUNY to obtain this information, please complete the [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.

Applicants who do not want their current employer to be contacted prior to receiving an offer of employment are required to make such a request and provide reasons therefor.

Consistent with State of New York Executive Order No. 161 and to further CUNY's commitment to compensate its employees fairly and equally for the work they do, CUNY will not inquire about an applicant's current or prior compensation history until a conditional offer of employment has been extended.

Continued on Page 2

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 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 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 Commission on Human Rights (NYCCHR), together with supporting 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 Fitness Assessment

For some positions, a credit history, medical examination, drug test, and/or physical agility 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 job offer of employment, please contact the HR Director at the college or unit where you have received the conditional offer of employment.

APPLICATION FOR EMPLOYMENT- PART ONE AND PART TWO

Application for Employment - Part One (Employment and Educational History of the Applicant)
Application for Employment - Part Two (Confidential Background Information)

College		v	Job ID#	
Position Title			Contract Title	

Personal Information

Last Name		First Name		Middle Initial	
If known by another name, please provide					
Address				Apt. #	
City		State		Zip Code	
			Daytime Phone #		
email				Evening Phone #	

Do 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 authorized to work in the United States?

☐ Yes ☐ No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?

☐ Yes ☐ No

Please be advised that sponsorship for employment authorization is a campus-based decision and is generally reserved for academic appointments.

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;

The University will verify academic and professional credentials and may contact present and past employers to check professional references, as provided.

An offer of employment is contingent on successful completion of the entire employment selection process. Offers and terms of employment will only be made in writing.

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 employment at CUNY; and any representations that are contrary to these policies, even when made in writing, are unenforceable.

Signature

Date

A. Education *(Please indicate highest equivalent grade of education completed):*

☐ Doctorate ☐ Professional Degree ☐ Masters ☐ Baccalaureate ☐ Associate ☐ Trade/Vocational School ☐ High School/GED

List schools attended, beginning with most recent (university, college, business school, vocational or trade school, high school, etc.)

School Name		School Name	
Location		Location	
Major Study		Major Study	
Credits completed		Degree received	

School Name		School Name	
Location		Location	
Major Study		Major Study	
Credits completed		Degree received	

IF REQUIRED FOR POSITION: Provide driver's license number, professional/trade license/certification numbers. *Attach page, if necessary*

B. Employment History: *Begin with present (or last job if currently unemployed) and work back for the last 15 years, listing all full or part-time employment. Be sure to include any current CUNY employment held. **Attach additional pages, if necessary.***

Employer Name		Job Title	
Address		Briefly describe duties	
Telephone		Date employed from	
Name/Title of Immediate Supervisor		Date employed to	
Telephone		Reason for leaving	
☐ Full-time ☐ Part-time	Average hours worked per week part-time		

Employer Name		Job Title	
Address		Briefly describe duties	
Telephone		Date employed from	
Name/Title of Immediate Supervisor		Date employed to	
Telephone		Reason for leaving	
☐ Full-time ☐ Part-time	Average hours worked per week part-time		

Employer Name		Job Title	
Address		Briefly describe duties	
Telephone			
Name/Title of Immediate Supervisor		Date employed from	Date employed to
Telephone		Reason for leaving	
☐ Full-time ☐ Part-time Average hours worked per week part-time			

Employer Name		Job Title	
Address		Briefly describe duties	
Telephone			
Name/Title of Immediate Supervisor		Date employed from	Date employed to
Telephone		Reason for leaving	
☐ Full-time ☐ Part-time Average hours worked per week part-time			

C. Important skills, competencies, or experience not identified above *Identify other important skills, competencies, expertise, or related experiences (such as volunteer work, competence in foreign language, etc.) that you feel should be considered in evaluating your suitability for this position. **Attach additional pages, if necessary.***

D. Professional References:

The University may conduct a background investigation including, but not limited to, contacting references that you provide. Please list a minimum of three persons who are not related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying.

The Authorization to Release Reference Information Form (Page 9) must be completed.

1. Name		2. Name		3. Name	
Title		Title		Title	
Company		Company		Company	
Address		Address		Address	
Daytime Phone #		Daytime Phone #		Daytime Phone #	
e-mail		e-mail		e-mail	

G. How did you learn about this position? Check all that apply:

- ☐ College Human Resources Office
- ☐ College Website
- ☐ CUNY Website (cuny.edu or cuny.jobs)
- ☐ Someone I know who works at CUNY
- ☐ Union office
- ☐ Search Engine (Bing, Google)
- ☐ Printed Advertisement
- ☐ External Job Board
- ☐ Government Job Bank or Resource Agency (Veterans' Vocational Rehabilitation, Other)
- ☐ Job Fair, Conference, or Convention
- ☐ Professional or academic group, contact, or referral
- ☐ Social Media (LinkedIn, Facebook, Academia.edu, Other)
- ☐ Search Firm

Other General Category
(Please explain)

PART TWO: 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, 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; or
 - (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).
Attach additional pages, as necessary.

Offense		Date of conviction		Name and location of Court		Disposition including incarceration	
Offense		Date of conviction		Name and location of Court		Disposition including incarceration	
Offense		Date of conviction		Name and location of Court		Disposition including incarceration	
Offense		Date of conviction		Name and 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 or 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 I am hired.

Signature _____ Date _____

COLLEGE USE ONLY

Received by the Director of Human Resources

Name _____

Signature _____ Date _____

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Name of Candidate	
Position sought	
College	

Authorization to Release Reference Information

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

Consistent with legal mandates, CUNY defines protected classes for the purposes of affirmative action in employment as follows: Asian, Black or African American, Hispanic or Latino (including Puerto Rican), American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander, Individuals with Disabilities, Veterans and Women. The Chancellor of CUNY expanded these classes to include Italian Americans on December 9, 1976.

CUNY is an EEO/AA/Vet/Disability Employer.

Date

THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION - PART THREE

CERTIFICATION OF NEW YORK STATE OR NEW YORK CITY PUBLIC SERVICE CERTIFICATION OF COLLECTION OF PUBLIC PENSION FUNDS

Under the New York State Retirement and Social Security Law, retirees collecting a pension from New York State or New York City cannot (with certain exceptions) work at the University and continue to collect their pension. Accordingly, The City University of New York requires individuals seeking University employment to disclose their public employment and pension plan history for the purpose of establishing eligibility for employment. An employee who fails to disclose such information will be subject to appropriate action, which may include disciplinary action to terminate their employment and/or suspension or diminution of the retiree's public pension benefits.

Note: Retirees who are under age 65 and are collecting a pension may receive an annual income of up to \$30,000 (Thirty thousand only) in a position in public employment without diminution of their pension benefits.

1. Candidates for employment must submit this form at the time of hire, prior to any appointment
2. All full-time and part-time employees are responsible for submitting this form, should their status change
3. Adjuncts must submit this form every semester in which their employment continues

Last Name		First Name		Middle Initial	
College		Department			
Contract Title		☐ Full-time	☐ Part-time		

Current positions in Public Service (Please check appropriate box)

- ☐ I am **not** currently working for another public service agency, organization, or jurisdiction funded by New York City or New York State, nor have I worked at any such entity during the calendar year
- ☐ I am **now** working for another public service agency, organization, or jurisdiction funded by New York City or New York State
- Name of Employer
- ☐ I am a statewide elected official of New York State
- ☐ I am a New York State Legislative employee
- ☐ I am a member of the New York State Legislature
- ☐ I am a New York State officer or employee (other than CUNY employee) and I receive compensation other than on a per diem basis

Prior positions in Public Service (Please check appropriate box)

- ☐ I have **no prior** service with a public service agency, organization or jurisdiction funded by New York City or New York State
- ☐ I am **former** employee of of the City/State of New York, and
- ☐ I am **collecting** a retirement benefit from a public pension system (including ORP) maintained by the State or City of New York
- Name of Pension Plan
- ☐ I am **not** collecting retirement benefit based upon this public service

I hereby attest that the information I have provided above is correct to the best of my knowledge.

Signature Date

Office of Human Resources

Name Signature Date

Date

THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION - PART 4

LICENSE OR PROFESSIONAL REGISTRATION VERIFICATION

LICENSES AND PROFESSIONAL REGISTRATIONS MAY BE REQUIRED FOR CERTAIN TITLES

CANDIDATES FOR EMPLOYMENT WHO ARE REQUIRED TO HAVE A CURRENT LICENSE OR PROFESSIONAL REGISTRATION MUST SUBMIT THIS FORM AT THE TIME OF HIRE, PRIOR TO ANY APPOINTMENT. COPIES OF LICENSE OR REGISTRATION MAY BE REQUIRED.

EMPLOYEES ARE RESPONSIBLE FOR MAINTAINING CURRENT LICENSE /PROFESSIONAL REGISTRATION AND MUST UPDATE THEIR RECORDS IN THE OFFICE OF HUMAN RESOURCES

Last Name		First Name		Middle Initial	
College		Department			
Contract Title		☐ Full-time	☐ Part-time		

Name of License/Registration					
Name of Issuing Agency					
License Number		Date Issued		Date of Expiration	
Date Last Renewed		Renewal #		Date of Expiration	
Have you ever had a license, certificate or permit suspended or revoked?		☐ Yes ☐ No			
If yes, provide details					

Name of License/Registration					
Name of Issuing Agency					
License Number		Date Issued		Date of Expiration	
Date Last Renewed		Renewal #		Date of Expiration	
Have you ever had a license, certificate or permit suspended or revoked?		☐ Yes ☐ No			
If yes, provide details					

I hereby attest that the information I have provided above is correct to the best of my knowledge.

Signature		Date	
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Office of Human Resources

Name		Signature		Date	
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