



Department of Human Resources
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**Bronx Community College
of The City University of New**
2155 University Avenue
Bronx, New York 10453

To: All New Employees

From: Marta A. Clark, Executive 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:

- CUNY Employment Application Forms
- I-9 Form
- Affirmative Action Data Form
- W-4 (Federal Employee's Withholding Allowance Certificate)
- IT-2104 (City/State Employee's Withholding Allowance Certificate)
- Fingerprinting Service Information and Instructions
- Authorization for Release Reference Information Form
- Conviction Notice and License Registration Form (OFSR-602a)
- Amended Constitutional Oath Upon Appointment Form
- Authorization for Release of Information Form
- Agency Shop Fee Agreement Form
- Designation of Beneficiary Form (OFSR-459)
- Direct Deposit Form
- Memo for Computer Use Policy Form

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

- Birth Certificate
- High School Diploma
- Receipt for Fingerprinting Service
- \$____ Postal Money Order for processing (Payable to CUNY)
- Social Security Card
- Photo ID (Driver's License, Alien Resident Card, Passport, etc.)

If you have any questions in regards to the title of, please contact Debbie Tyner at 718.289.3144

Signature X _____

Date: _____