

RESEARCH FOUNDATION OF THE CITY UNIVERSITY OF NEW YORK

230 W. 41st Street, New York, N.Y. 10036 (212) 417-8300

The Research Foundation of CUNY is an E-Verify Employer

Position You are Applying for:

Full Time Part Time # of hours per week _____

Date Available to begin work: ____/____/____

Are you under age 18? No Yes
If Yes, attach working papers

APPLICATION FOR EMPLOYMENT

The Research Foundation of the City University of New York is an E-Verify, Equal Opportunity and Affirmative Action organization. It does not discriminate on the basis of gender, age, color, religion, national origin, race, sexual orientation, alienage, citizenship, veteran status, disability, ethnic origin or marital status in its employment, personnel policies, or access to services and benefits. The personnel decisions regarding recruitment, selection, training, promotion, and compensation are made on the basis of bona fide, job related qualifications in all job categories.

PLEASE PRINT OR TYPE INFORMATION

Name:			Phone:			
Last	First	Middle	Home	Business	Mobile	
Present Address: Number	Street	City	State	Zip	Apt.#	Date moved in
Previous Address: Number	Street	City	State	Zip	Apt #	Dates: From To
Have You Ever Been Employed by the Research Foundation?			<input type="checkbox"/> No <input type="checkbox"/> Yes	Dates	Where	Job Title

Complete this section in full

EMPLOYMENT RECORD [List most recent position first and account for all periods of unemployment.]

Instructional or professional research personnel may substitute conventional curriculum vitae for the 'Employment Record and Educational Background' sections of this application.

Firm's Name _____ Address _____

Dates Employed: From ____/____/____ To ____/____/____ Job Title: _____ Salary: Starting \$ _____ per _____
Final \$ _____ per _____

Type of Organization: _____ Reason for Leaving: _____

Describe Duties/Responsibilities: _____

Immediate Supervisor _____ Title _____ Telephone No. _____

May we contact the Supervisor? Yes No

Firm's Name _____ Address _____

Dates Employed: From ____/____/____ To ____/____/____ Job Title: _____ Salary: Starting \$ _____ per _____
Final \$ _____ per _____

Type of Organization: _____ Reason for Leaving: _____

Describe Duties/Responsibilities: _____

Immediate Supervisor _____ Title _____ Telephone No. _____

May we contact the Supervisor? Yes No

Firm's Name _____ Address _____

Dates Employed: From ____/____/____ To ____/____/____ Job Title: _____ Salary: Starting \$ _____ per _____
Final \$ _____ per _____

Type of Organization: _____ Reason for Leaving: _____

Describe Duties/Responsibilities: _____

Immediate Supervisor _____ Title _____ Telephone No. _____

May we contact the Supervisor? Yes No

EDUCATIONAL BACKGROUND

RESUME ATTACHED: YES NO

Type of School	School Name, City & State	Graduated?	Course or Major	Degree or #/Credits
Grammar/Grade		<input type="checkbox"/> Yes <input type="checkbox"/> No		
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Graduate		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business/Trade/Other		<input type="checkbox"/> Yes <input type="checkbox"/> No		

List Honors, Extra Curricular Activities, Publications, Licenses, Patents, and other information relevant to the position:

SKILLS APPLICABLE TO THE POSITION

1. Keyboarding Speed: WPM_____
2. Computer knowledge: (check all that apply) Word Excel Access Outlook Power Point Other:_____
3. Foreign Languages: _____
4. Other skills applicable to the position: _____

REFERENCES (Include individuals familiar with your work ability. DO NOT include relatives)

Name and Occupation	Address	Telephone Number
1.		
2.		

OTHER

1. Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? Yes No
2. Can you perform these essential functions with or without reasonable accommodation? Yes No
3. Are you legally eligible for employment in the United States? Yes No
4. Have you ever been convicted of, pled guilty to, or 'no contest' to a **Felony**? Yes* No
--or to a **Misdemeanor**? Yes* No. Jurisdiction: **State Court** **City Court** **Federal Court**
Traffic Violation (other than a minor violation**) Yes* No; Been Denied a Bond? Yes* No

NOTE:**Driving without a license, DWI, DUI, reckless, and 'hit and run' are not 'minor' violations.

* If yes to any or all of the questions in section 4, you must explain in detail on a separate sheet of paper.

MILITARY SERVICE RECORD

1. Have you ever served in the armed forces? Yes No Dates of duty: From ___/___/___ To ___/___/___
2. If you are a disabled veteran or a Vietnam Veteran and would like to be so identified under our Affirmative Action program, please indicate:
 Disabled Veteran Vietnam Era Veteran
Referred by: Personnel Vacancy Notice, School, Newspaper, Internet Career Service, Agency, Employee _____, Other (specify) _____

I have read and understand this application and certify that the information given is correct and complete to the best of my knowledge and that, unless I have specified otherwise, the Research Foundation is authorized to check my work and character references. I understand that if I falsify/omit information, I am subject to dismissal. I agree to work any shift and/or day(s) as assigned. I understand that employment may be contingent on a background check.

Applicant's Signature: _____ **Date:** ___/___/___

FOR COMPLETION BY INTERVIEWER:

Interview date: _____ Interviewer: _____
Print Sign

HIRED: Position Title: _____ Starting Date: _____ Starting Salary: \$ _____ per _____
R.F. Account # _____ and Project Title _____

NOT HIRED: Reason _____

PROJECT DIRECTOR'S SIGNATURE

Date