

**NEW JERSEY CITY
UNIVERSITY**
2039 KENNEDY BLVD.
JERSEY CITY, NJ 07305
**APPLICATION FOR
EMPLOYMENT**

Position applied for:

Full-time Part-time Adjunct

Availability (Please check each work shift for which you are available) Day Shift Evening Shift Midnight Shift

Please PRINT or TYPE answers. Please be aware that misrepresentation may be cause for withdrawal of employment offer or for termination.

| | | | |
|-----------|------------|----|------|
| Last Name | First Name | MI | Date |
|-----------|------------|----|------|

| | |
|----------------|------------|
| Street Address | Home Phone |
|----------------|------------|

| | | | |
|------|-------|-----|----------------|
| City | State | Zip | Business Phone |
|------|-------|-----|----------------|

| | | |
|--|--|------------------------|
| Have you ever applied for employment at NJCU? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, State Month and Year | Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No | Social Security Number |
|--|--|------------------------|

Proof of Age, Education, Military Status, Citizenship and Work Eligibility may be required upon employment offer

1. Do you possess a valid New Jersey driver's license? Yes No
2. Do you possess a Commercial Driver License? Yes No
(Answer question #2 only if it is a requirement as indicated on the job announcement or job specification)
(*If yes, give details) _____

3. Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.
4. Date available for work ____/____/____ What is your desired salary range? _____
5. Are you currently on "layoff" status and subject to recall? Yes No
6. Can you travel if a job requires it? Yes No
7. Have you been convicted of a felony within the last five years? Yes No
A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.
8. How did you hear about this position? Relative/Friend Newspaper University Website Other:
9. Are you currently employed by NJCU? Yes* No (*If yes, state position: _____)

| | Name and Address of School | Course of study | No. Years Completed | Did you graduate? | Degree or Diploma |
|--|----------------------------|-----------------|---------------------|---|-------------------|
| High School (last attended) | | | 1 2 3 4 GED | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| College or University | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Graduate School | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Other Formal Training (include Military) | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

List relevant skills, training, licenses or languages that have given you the knowledge and abilities for this position:

List all employment for the last 10 years, starting with current or last position, including military experience. USE ADDITIONAL SHEETS IF NECESSARY.

| | |
|--------------|--------------------------------------|
| Company Name | Phone |
| Address | Employed (Month and Year) From to |

| | |
|----------------------|---|
| Name of Supervisor | Last Salary |
| Job Title and Duties | Reason for Leaving |
| | |
| Company Name | Phone |
| Address | Employed (Month and Year) From to |
| Name of Supervisor | Last Salary |
| Job Title and Duties | Reason for Leaving |
| | |
| Company Name | Phone |
| Address | Employed (Month and Year) From to |
| Name of Supervisor | Last Salary |
| Job Title and Duties | Reason for Leaving |

REFERENCES - List below 3 people unrelated to you whom we may contact for information concerning your qualifications.

| Name | Address | Phone | Occupation |
|------|---------|-------|------------|
| | | | |
| | | | |
| | | | |

| Person To Be Notified In Case Of Accident Or Emergency | |
|--|--------------|
| Name | Phone |
| Address | Relationship |

Note to applicants: Do not answer this question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. Yes No

I authorize my former employers to release any information they may have concerning my employment record and I release New Jersey City University and all previous employers listed above from all liability whatsoever that may issue from securing this information. I further authorize representatives of New Jersey City University to verify any and all information contained in this application, including education, and to review any and all criminal history, military and disciplinary records of any source.

I certify that the information on this application is complete and accurate to the best of my knowledge. I understand that any misleading or incorrect information may render this application void and be just cause for immediate termination if I become employed by New Jersey City University.

Signature: _____ Date: _____

THIS SECTION FOR HUMAN RESOURCES USE ONLY

Interviewer's Comments:

Signature: _____ Date: _____