RESEARCH FOUNDATION CUNY

RESEARCH FOUNDATION
of The City University of New York
230 West 41st Street
New York, NY 10036-7207

JOB DUTIES & QUALIFICATIONS

To Project Directors: Complete this form and submit with the new hire packet, re-hire paperwork, transfer or promotion information.

Employee's /Candidate's Name _____

Job Title _____

Project # ☐☐☐☐☐ - ☐☐ - ☐☐ Project Director's Name _____

Is this project associated with DOE, NYS Education Department, NYC DOE, DYCD, or OPWDD (OMDD)? ☐ Yes ☐ No

1. Is this: A new hire? ☐ Yes ☐ No
   A re-hire after a 120 day or more break in service? ☐ Yes ☐ No
   A promotion? ☐ Yes ☐ No

2. Will this employee ever be required to drive a motor vehicle during work hours? ☐ Yes ☐ No
   If yes, please attach a copy of the employee's driver's license.

3. Will this employee have fiduciary or signatory authority over funds of $10,000 or more? ☐ Yes ☐ No

List the 5 most essential tasks / duties / functions of this job.

1. _____
2. _____
3. _____
4. _____
5. _____

Does the project for which this position is being considered

1. Involve contact, in any capacity, with children? ☐ Yes ☐ No
2. Involve contact, in any capacity, with LEP/ELL/ESL students? ☐ Yes ☐ No
3. Involve contact, in any capacity, with the elderly? ☐ Yes ☐ No
4. Involve contact, in any capacity, with the medically challenged? ☐ Yes ☐ No
5. Involve contact, in any capacity, with the disabled? ☐ Yes ☐ No
6. Involve contact, in any capacity, with individuals having a physical or mental condition, and Who are confined to a hospital, sanitarium, hospice, or other institution? ☐ Yes ☐ No
7. Involve handling or knowledge of sensitive personnel information? ☐ Yes ☐ No
8. Involve contact, in any capacity, with current or former prison inmates, parolees or probationers? ☐ Yes ☐ No
9. Involve contact, in any capacity, with any individual whose affairs are handled by a surrogate or court appointee? ☐ Yes ☐ No
10. Involve contact, in any capacity, use of, or access to, hazardous materials or drugs? ☐ Yes ☐ No

Qualifications Required _____

_____

_____	_____	_____
Project Director Signature	Employee / Candidate Signature	Date