

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, creed, 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.

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.		

Personal Information (please print or type)

Last Name _____ First _____ Middle _____

Phone: Home _____ Business _____ Mobile _____

Present Address _____ Apt. # _____

State _____ City _____ Zip _____

Have you ever been employed by the Research Foundation? From _____ To _____

Job Location _____ Job Title _____

When a relative or partner of a Research Foundation employee is being considered for employment with the Foundation, the relationship must be disclosed to the Foundation President or his/her designee. Are you a relative or partner of an active Research Foundation employee? Yes No If so, please list their name and work location below.

Name _____ Work Location or College _____

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 _____

Type of Organization _____ Reason for Leaving _____

Describe Duties/Responsibilities _____

Immediate Supervisor: Title _____ Name _____ Phone # _____

May we contact the Supervisor? Yes No

Firm's Name _____ Address _____

Dates Employed: From _____ To _____ Job Title _____

Type of Organization _____ Reason for Leaving _____

Describe Duties/Responsibilities _____

Immediate Supervisor: Title _____ Name _____ Phone # _____

May we contact the Supervisor? Yes No

Firm's Name _____ Address _____

Dates Employed: From _____ To _____ Job Title _____

Type of Organization _____ Reason for Leaving _____

Describe Duties/Responsibilities _____

Immediate Supervisor: Title _____ Name _____ Phone # _____

May we contact the Supervisor? Yes No

Educational Background

Type of School	School Name, City & State	Resume Attached?		Course of Major	Degree or #/Credits
		Yes	No		
High School	Name _____ City _____ State _____	Yes	No		
College	Name _____ City _____ State _____	Yes	No		
Graduate	Name _____ City _____ State _____	Yes	No		
Business/Trade/Other	Name _____ City _____ State _____	Yes	No	Other _____	

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

Skills Applicable to the Position

1. Computer Knowledge (check all that apply) Word Excel Access Outlook Powerpoint
Other _____

2. Foreign Languages _____

3. Other skills applicable to the position _____

References (Include individuals familiar with your work ability. Do not include relatives.)

Name & Occupation	Address	Telephone #
1. _____		
2. _____		

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 Veteran Special Disabled Veteran Other Protected Veteran New Separated

Referred by Personnel Vacancy Notice School Newspaper Internet Career Search Veteran Agency

Employee _____ Other (specify) _____

Prior Employment

Are you a retired state or local employee, receiving a service retirement from NYCERS, NYCTRS, or other New York City or New York State Public Retirement System? Yes No

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 _____

Hired: Position Title _____ Starting Date _____ R.F. Account # - -

Project Title _____

Not hired: Reason _____

Project Director's Signature _____ Date _____

Interviewer's Signature _____ Date _____