



## 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? If yes, attach working papers	No	Yes

### Personal Information (please print or type)

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
 Phone - Home \_\_\_\_\_ Business \_\_\_\_\_ Mobile \_\_\_\_\_  
 Present Address \_\_\_\_\_ Apt. # \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Have you ever been employed by the Research Foundation? From \_\_\_\_\_ To \_\_\_\_\_  
 Job Location \_\_\_\_\_ 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 \_\_\_\_\_  
 Type of Organization \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Describe Duties/Responsibilities \_\_\_\_\_  
 Immediate Supervisor Title \_\_\_\_\_ Telephone # \_\_\_\_\_  
 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 \_\_\_\_\_ Telephone # \_\_\_\_\_  
 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 \_\_\_\_\_ Telephone # \_\_\_\_\_  
 May we contact the Supervisor? Yes No

Resume Attached? Yes No

**Educational Background**

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

**Referred by** Personnel Vacancy Notice School Newspaper Internet Career Search Agency  
 Employee \_\_\_\_\_ Other (specify) \_\_\_\_\_

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 \_\_\_\_\_

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 \_\_\_\_\_