



Non-Faculty Employment Application

Date:

Last Name: First Name: Middle:

Street Address: City, State, Zip:

Home Phone: Mobile Phone: E-mail:

Position Applying for: Job Posting Number:

How did you learn of this position?

Have you filed an application here before? YES - Date: NO

Have you ever been employed here before? YES - Date: NO

Education & Training

	Graduated		Diploma/Degree	Major
	Yes	No		
High School: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
College/University: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
College/University: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
College/University: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
College/University: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Other: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Special Skills & Qualifications

Please indicate any relevant skills, licenses, and foreign languages or training you feel may be helpful to us in considering your application (foreign language, computer skills, etc).

Employment Experience

Include relevant military experience. Attach additional pages if necessary.

Current Employer:		May we contact?	
Employer Address:		Telephone:	
Full time/Part time:		Position:	
		Supervisor:	
Start Date:		End Date:	
		Last Salary:	
Reason for Leaving:			
Duties & Responsibilities:			

Company Name:		May we contact?	
Company Address:		Telephone:	
Full time/Part time:		Position:	
		Supervisor:	
Start Date:		End Date:	
		Last Salary:	
Reason for Leaving:			
Duties & Responsibilities:			

Company Name:		May we contact?	
Company Address:		Telephone:	
Full time/Part time:		Position:	
		Supervisor:	
Start Date:		End Date:	
		Last Salary:	
Reason for Leaving:			
Duties & Responsibilities:			

Are you legally eligible to work in the United States? YES NO

Do you have a valid driver's license? (Answer only if a requirement for position) YES NO

If offered a position, will you undergo a physical examination by a physician chosen by the College? YES NO

Are you able to perform all functions and duties of the position for which you are applying? YES NO

If no, state reasons:

Do you have any pending criminal charges filed against you? YES NO

Have you been convicted of a crime? YES NO

The term "convicted" means a finding of guilt by a judge or jury a plea of guilty, or a plea of no contest. A conviction record is not an absolute bar of employment, but it is evaluated in relation to the position for which you are applying.

If so, please describe the violation:

Are you related to anyone currently employed by The College of New Jersey? YES NO

If so, please indicate name(s):

Any individual hired on or after September 1, 2011 will be required to abide by the "New Jersey First Act" N.J.S.A. 52:14-7 (S.1730 P.L. 2011,c. 70) and establish a principal residence in New Jersey, unless their position is on the exemption list. New employees will have a full 365 days to establish such residence, from the effective date of hire. Any new employee who believes that they have a critical need to live out of the state, or that a move to a permanent resident within New Jersey would constitute a hardship, may request an exemption from the provisions of the law by appealing to a five-member committee to be established by the State for the purpose of hearing such appeals.

The Immigration Reform and Control Act of 1986 requires The College of New Jersey to certify the identity and employment authorization of all new employees, and those already employed whose employment authorization will expire. Therefore, if offered employment at The College of New Jersey, I agree to present documentation to establish my true identity and authorization to work and, if my employment authorization is scheduled to expire, I will present documentation to update and verify my eligibility.

I recognize that any offer of employment will be contingent upon successful completion of a criminal background and showing official written verification of my highest degree, trade license, or certification. I further understand that a false statement on this application or accompanying resume of curriculum vitae is sufficient cause for denial of employment or immediate dismissal.

Signature of Applicant:

Date:

APPLICANT'S STATEMENT

I authorize the release of any pertinent information that The College of New Jersey may require in the selection process. I further authorize The College of New Jersey to contact all references, previous employers, and supervisors listed above and/or on the attached resume or vitae. I understand that The College of New Jersey may conduct a criminal background investigation of candidates prior to an offer of employment. An offer of employment would be contingent upon the successful outcome of this investigation.

Signature of Applicant: Date:

I certify that answers given herein are true and completed to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not, and is not intended to be, a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of The College of New Jersey.

Signature of Applicant: Date:

POLICY AGAINST DISCRIMINATION AND SEXUAL HARRASSMENT

It is the policy of The College of New Jersey to provide equal opportunity in employment and education, as well as equity of conditions for employment and education, to all employees, applicants and students, without regard to race, color, creed, sex, ancestry, national origin, marital status, familial status, affection or sexual orientation, age, disability, or liability for service in the Armed Forces of the United States of America.

Inquiries regarding compliance with Title IX of the Educational Amendments of 1972, Title VII of the 1964 Civil Rights Act, Age Discrimination in Employment Act and New Jersey Law Against Discrimination should be directed to the Office of Human Resources (Administrative Services Building, Room 101, phone 609-771-2622). Those inquiries regarding compliance with the Americans with Disabilities Act of 1990 or Section 504 of the Rehabilitation Act of 1973 should be addressed to the Office of Differing Abilities (Eickhoff Hall, Room 159, phone 609-771-2571). Discrimination compliant procedures are available in both offices, in the Employee Handbook, Student Handbook, and the EO/AA Homepage.

For any inquiries regarding employment at The College of New Jersey or for job opportunities, please feel free to visit the College's web site at www.careers.pages.tcnj.edu