

**THE OFFICE OF HUMAN RESOURCES - FACULTY EMPLOYMENT APPLICATION**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Position and Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any other names used if different from the name of this application. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever worked at The College of New Jersey before? Yes\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_

If yes, provide job title, department and date hired:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Will you be legally authorized to work in the U.S. on the date advertised as the initial employment date for the position you are seeking? Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_
2. Will you require immigration-related employment sponsorship from TCNJ?

Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_

\*Please note that in compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

1. Have you ever been convicted of violating a felony? Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_

If yes, please explain in concise detail on a separate sheet of paper, give dates, nature and circumstances of the crime.

Do you have any relatives who presently work at The College of New Jersey? Yes \_\_\_ No \_\_\_

If yes, provide the name(s) and relationship(s)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you able to perform all functions and duties

of the position for which you are applying? Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_

**ATTACH CURRENT, COMPLETE CURRICULUM VITAE INDICATING EDUCATIONAL HISTORY, RECORD OF EMPLOYMENT, AND OTHER IMPORTANT INFORMATION.**

**APPLICANT CERTIFICATION**

I certify that the information submitted in this application process is correct and complete to the best of my knowledge and belief.

I understand that knowingly making a false statement or omission in this application may be sufficient cause for rejection of this application and dismissal after employment.

I authorize The College of New Jersey to inquire as to my record with any of my former employers or my present employer with no liability arising there from.

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 of official written verification of my highest degree, trade license, or certification provided by the issuing institution. 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.

Applicant signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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, Americans with Disabilities Act of 1990 or Section 504 of the Rehabilitation Act of 1973 should be directed to the Office of Human Resources (Administrative Services Building, Room 101, phone 609-771-3139).