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Union County College does not discriminate on the basis of race, color, national origin, sex, marital status, religion, age, disability, handicap or other legally protected status in its provision of employment, education, and activities, or other services.

# APPLICATION FOR EMPLOYMENT

Please Type or Print Clearly

SOCIAL SECURITY NO. \_\_\_\_\_

NAME: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

HOME TELEPHONE : \_\_\_\_\_ BUSINESS TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ FAX No.: \_\_\_\_\_

ACADEMIC POSITION APPLIED FOR: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

FULL-TIME: \_\_\_\_\_

PART-TIME: \_\_\_\_\_



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Return to: Union County College, Human Resources, 1033 Springfield Avenue, Cranford, NJ 07016

**CURRENT EMPLOYMENT:**

Employer Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Present Occupation: \_\_\_\_\_

Salary: Present \_\_\_\_\_ Desired \_\_\_\_\_ When are you available? \_\_\_\_\_

Are you a U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you legally eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

If offered employment you will be required to submit proof of identity and eligibility to work in the U.S.

Have you been convicted of a crime, excluding misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, describe in full. A conviction record will not necessarily be a bar to employment. \_\_\_\_\_

Are you able to perform safely and satisfactorily the essential functions of the position for which you are applying with or without a reasonable accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have military service experience? Yes \_\_\_\_\_ No \_\_\_\_\_ Date(s) of service: \_\_\_\_\_

Did you receive training in the U.S. Armed Forces that is relevant to the position applied for? If so, explain \_\_\_\_\_

Were you a member of the State's pension system? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you previously been employed by Union County College? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

List any relatives working for us \_\_\_\_\_

How did you learn of the position for which you are applying?

Referred by: \_\_\_\_\_ Newspaper: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

**NAMES AND ADDRESSES OF 3 OR MORE PROFESSIONAL REFERENCES**

NAME	TITLE	ADDRESS/CITY/STATE	TELEPHONE
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**EDUCATION** (Include high school, college and graduate work in chronological order)

NAME OF INSTITUTION AND LOCATION	Degrees & Dates Received	Credits Beyond Latest Degree	Areas of Specialization
			MAJOR:
			MINOR:
			MAJOR:
			MINOR:
			MAJOR:
			MINOR:
			MAJOR:
			MINOR:

(Attach a sheet if more space is needed)

**PROFESSIONAL TEACHING EXPERIENCE**

NAME AND ADDRESS OF INSTITUTION	Dates From/To	Position, Title and Subject Taught, and Reason for Leaving	Supervisor's Name and Telephone No.
	From:		
	To:		
	From:		
	To:		
	From:		
	To:		
	From:		
	To:		

**OTHER EXPERIENCE**

NAME AND ADDRESS OF EMPLOYER	Dates From/To	Position, Title and Duties, and Reason for Leaving	Supervisor's Name and Telephone No.
	From:		
	To:		
	From:		
	To:		

I hereby give permission to contact the employers and references listed on this application concerning my prior work experience. Signature: \_\_\_\_\_

If there is a particular employer(s) you do not wish us to contact, please indicate which one(s): \_\_\_\_\_

**PLEASE ATTACH A COPY OF YOUR VITA, RESUME, OR ANY OTHER ADDITIONAL RECORDS OF YOUR QUALIFICATIONS.**



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**PUBLICATIONS AND RESEARCH**

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**PROFESSIONAL ORGANIZATIONS AND HONORS**

You may omit any organizations which may reveal your race, religion, age, sex, etc.

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**OTHER PERTINENT INFORMATION**

List any other information you think would be relevant to your application, such as special skills, proficiency in another language, computer expertise, articles/books published. List any licenses or certifications issued to you that are relevant to the position.

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“I certify that all of the information I have provided in this application is true and complete. I understand that any false or misleading statements or any relevant omission will be sufficient cause for rejection of my application, and/or for immediate dismissal if the College has hired me.”

“I authorize the College to investigate all statements in this application, and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions and the College from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, or my suitability for employment with the College.”

“The Immigration and Control Act of 1986 requires Union County College to verify the identity and work eligibility of all new employees. Therefore, if offered employment at Union County College, I will present documentation to establish my true identity and eligibility to work before I can be employed, and if employment eligibility expires, I will present documentation to update and verify my eligibility.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



If you require special accommodations for interviewing, testing, etc., please contact the College at (908)709-7146 forty-eight hours in advance.