



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.: _____

POSITION APPLIED FOR: _____

DEPARTMENT: _____

FULL-TIME: _____

PART-TIME: _____



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): _____

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:

(Attach a sheet if more space is needed)



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EMPLOYMENT HISTORY (List present and past employment, beginning with the most recent)

Name & Address of Company and type of business	Employment Dates: From/To	Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving
	Describe the work you did:			
Telephone:	Supervisor Name and Phone Number:			
Name & Address of Company and type of business	Employment Dates: From/To	Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving
	Describe the work you did:			
Telephone:	Supervisor Name and Phone Number:			
Name & Address of Company and type of business	Employment Dates: From/To	Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving
	Describe the work you did:			
Telephone:	Supervisor Name and Phone Number:			
Name & Address of Company and type of business	Employment Dates: From/To	Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving
	Describe the work you did:			
Telephone:	Supervisor Name and Phone Number:			

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): _____

PROFESSIONAL REFERENCES List persons with definite knowledge of your ability, training and character.

NAME	TITLE	ADDRESS/CITY/STATE	TELEPHONE
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

PLEASE ATTACH A COPY OF YOUR FORMAL RESUME, OR ADDITIONAL RECORDS OF YOUR QUALIFICATIONS.



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