



# APPLICATION FOR EMPLOYMENT

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.

Please Type or Print Clearly

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

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

CURRENT ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ How long have you lived at this address? \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_ SALARY: \_\_\_\_\_

FULL-TIME: \_\_\_\_\_ PART-TIME: \_\_\_\_\_ Specify days/hours if part-time: \_\_\_\_\_

DATE AVAILABLE TO START WORK: \_\_\_\_\_

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

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

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. \_\_\_\_\_

Do you have a valid New Jersey Drivers License? Yes \_\_\_\_\_ No \_\_\_\_\_

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: \_\_\_\_\_

Are there any other experiences, skills or qualifications which you feel would especially qualify you to work at Union County College? If so, explain \_\_\_\_\_



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

### RECORD OF EDUCATION

NAME OF SCHOOL AND LOCATION	Course of Study	Did You Graduate?	Degree and Date Received
High School:		YES: _____ NO: _____	
College:		YES: _____ NO: _____	
Other: (Specify)		YES: _____ NO: _____	



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

**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			

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 and OCCUPATION	ADDRESS	TELEPHONE

How did you learn of this vacancy? Referred by: \_\_\_\_\_ Newspaper: \_\_\_\_\_  
 Other (please specify): \_\_\_\_\_

"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: \_\_\_\_\_

