



# APPLICATION FOR EMPLOYMENT

Office of Human Resource Management

441 East Fordham Road

Bronx, New York 10458

## Applicant Information

<b>PLEASE PRINT</b>			Date
Last Name	First Name	Middle Initial	
Street Address	City	State	Zip Code
Email Address	Phone Number	Alternate Phone Number	

Can you submit proof of legal employment authorization and identity?  Yes  No

Have you ever been convicted of a felony, misdemeanor or received deferred adjudication?  No  Yes  
if yes, state details, crime and jurisdiction in which committed.  
Details, Crime, and Jurisdiction: \_\_\_\_\_

Have you ever been employed here?  Yes  No When? \_\_\_\_\_  
Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

Have you ever used another name? If yes, please provide name(s):  Yes  No  
Name(s): \_\_\_\_\_

Do you have any relatives employed at Fordham University?  Yes  No  
Name: \_\_\_\_\_ Department: \_\_\_\_\_

Referred to Fordham University by: \_\_\_\_\_

Are you a Fordham University student?  Yes  No  Full Time  Part Time

Are you a veteran?  Yes  No  
If yes, please provide a brief description of your service: \_\_\_\_\_

## Type of Work Desired

Title(s)	Position Number	Schedule
_____	_____	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Temporary
_____	_____	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Temporary
_____	_____	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Temporary

Days available to work:  Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Location:  Rose Hill  Lincoln Center  Tarrytown

## Education and Training

Education and Training	Name and Location of School	Did you Graduate?		Course of Study/Degree Received	Grade Point Average
High School		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
College		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Graduate/Law School		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Trade or Business		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Other Training		<input type="checkbox"/> Yes	<input type="checkbox"/> No		

Fordham University is an EEO/AA employer. The University does not discriminate on any basis prohibited by law.

### Skills

Please check the boxes that apply:

Excel     Word     Powerpoint     Access     Other: \_\_\_\_\_

### Licenses and Certifications

Licenses and Certifications (please list):

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

### Employment History - List most recent employment first

Employment Information	From	To
Company: _____ Address: _____ City: _____ State: _____ Supervisor: _____ Phone: _____ Position Held: _____ Annual or Hourly Rate: _____		
	<b>Reason for Leaving</b>	

Employment Information	From	To
Company: _____ Address: _____ City: _____ State: _____ Supervisor: _____ Phone: _____ Position Held: _____ Annual or Hourly Rate: _____		
	<b>Reason for Leaving</b>	

Employment Information	From	To
Company: _____ Address: _____ City: _____ State: _____ Supervisor: _____ Phone: _____ Position Held: _____ Annual or Hourly Rate: _____		
	<b>Reason for Leaving</b>	

Have you worked for any of the above employers under any name other than previously indicated?     Yes     No  
Name: \_\_\_\_\_

May we check with your present and past employer(s)?     Yes     No

### Applicant's Certification and Agreement

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Fordham University to verify their accuracy and to obtain reference information on my work performance. I hereby release Fordham University from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for termination.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of Fordham University. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that Fordham University or I may terminate my employment at any time with or without notice or cause. I understand that if offered a position with Fordham University, I may be required to submit to a pre-employment examination, drug screening and background check as a condition of employment. I understand results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment checks may result in withdrawal of any employment offer or termination of employment.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*In compliance with the Federal Campus Security Act, Fordham University prepares an Annual Report, which details the University's safety and security policies, the incidence of crime on campus, and personal safety precautions and procedures. For a copy of the report, contact the Human Resources Office, FMH 506, Bronx, New York 10458.*