

## Application for Casual/Temporary Employment

\_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_ Date \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Salary Expected: \_\_\_\_\_ Date Available: \_\_\_\_\_

Casual  Temporary

Were you previously employed at NYU? \_\_\_\_\_ Are you a student at NYU? \_\_\_\_\_  Full Time  Part Time

How were you referred to NYU? \_\_\_\_\_

Do you have relatives or household members employed at NYU?  No  Yes If yes, enter the following:

Name(s) \_\_\_\_\_

Department(s) Position(s) \_\_\_\_\_

Typing Speed: \_\_\_\_\_ Business and professional skills: \_\_\_\_\_

### Personal

Present Address: \_\_\_\_\_  
Number Street City State Zip Code Telephone Number

How long at above address? \_\_\_\_\_

If under age 18, please indicate date of birth: \_\_\_\_\_

If offered employment, are you able to provide proof of identity and authorization to work in the United States?  Yes  No.

How many absences from work have you had in the last 12 months? \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ If "Yes", describe (include dates): \_\_\_\_\_

### U.S. Military Service Record

Were you in the U.S. Armed Forces?  Yes  No

If "Yes," from: \_\_\_\_\_ to: \_\_\_\_\_ Branch: \_\_\_\_\_ Primary Duty: \_\_\_\_\_

Rank at discharge: \_\_\_\_\_ Type of discharge: \_\_\_\_\_

**New York University is committed to a policy of equal treatment and opportunity in every aspect of its hiring and promotion process without regard to race, color, religion, sex, sexual orientation, marital or parental status, national origin, citizenship status, age, disability, or veteran status.**

## Education

Are you a high school graduate?  Yes  No

If "No", what was the highest grade you completed (indicate 1 through 12) \_\_\_\_\_

Please complete below for college or other specialized training:

Name Of School	Address (in Full)	Dates	Graduate?	Degree	Major Course

## Employment

List below present and past employment, beginning with your most recent.

Name of Company or Organization	From _____ To _____ Mo. Yr. Mo. Yr.	Your Title and Duties
Address	\$ _____ per _____	
City State Zip Code	Supervisor's Name	Reason for Leaving
Type of Business	Business Telephone	

Name of Company or Organization	From _____ To _____ Mo. Yr. Mo. Yr.	Your Title and Duties
Address	\$ _____ per _____	
City State Zip Code	Supervisor's Name	Reason for Leaving
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Name of Company or Organization	From _____ To _____ Mo. Yr. Mo. Yr.	Your Title and Duties
Address	\$ _____ per _____	
City State Zip Code	Supervisor's Name	Reason for Leaving
Type of Business	Business Telephone	

List all other employment and periods of unemployment:

From	To	Position or Activity	Company	Location	Salary	Reason for Leaving

May we ask your present employer about you?  Yes  Not until I give notice

Additional Information: \_\_\_\_\_  
\_\_\_\_\_

## **Additional Information**

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To review our Equal Opportunity and Affirmative Action Policy Announcement and Self-Identification invitation to Persons with Disabilities and Covered Veterans, please go to [www.nyu.edu/pages/eo](http://www.nyu.edu/pages/eo)

## **APPLICANT CERTIFICATION**

I certify that I have fully completed this application. I understand that withholding or fabrication of information in this application is grounds for dismissal from employment with NYU. Permission is given to NYU to verify all information I have provided in this application. I authorize all persons or entities I have referred to in this application to provide any relevant information to NYU or its agents for use in investigation and release them from liability in doing so. However, NYU will not contact my present employer unless I have specifically and separately authorized in the section above. I understand that withholding or fabrication of information in this application is grounds for dismissal. I also understand that I will be asked to sign this application in person.

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

## **Campus Safety**

In accordance with the Federal Regulations, New York University annually publishes its Campus Safety Report. The report compiles crime data for the last three reporting years according to crime categories and geography as specified in the Clery Act. A paper copy is available by contacting the Office of Employee Relations at 7 East 12th Street, New York, NY 10003, 212-998-1242. The report can also be available on the Office of Public Safety's website at <http://www.nyu.edu/public.safety/policies>