

Employment Application Job Title of position for which you are applying:

Dept:

Applicant Information									
Full Name:						Date:			
<i>Last</i>				<i>First</i>			<i>M.I.</i>		
Address:									
<i>Street Address</i>						<i>Apartment/Unit #</i>			
<i>City</i>						<i>State</i>		<i>ZIP Code</i>	
Home Phone:					E-mail Address:				
Work Phone:					Mobile Phone:				
Preferred method of contact:									
Were you previously employed by us?		YES <input type="checkbox"/>	NO <input type="checkbox"/>						
Are you currently authorized to work in the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>						
Current and Previous Employment									
Current / Most Recent Employer					Phone:				
Address:					Supervisor:				
Job Title:		City:			State:				
Duties:									
From:	To:	Reason for Leaving:							
Previous Employer					Phone:				
Address:					Supervisor:				
Job Title:		City:			State:				
Duties:									
From:	To:	Reason for Leaving:							
Previous Employer					Phone:				
Address:					Supervisor:				
Job Title:		City:			State:				
Duties:									
From:	To:	Reason for Leaving:							
Additional Computer Skills:									

University Human Resources

57 U.S. Highway 1 • New Brunswick, NJ 08901-8554
848-932-3020 • FAX 732-932-0047 • uhr.rutgers.edu

List all High School, College, University or Technical Schools

Education			
High School:		Address:	
# of years completed:		Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> Diploma:	
College:		Address:	
# of years completed:		Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> Degree:	
Other:		Address:	
# of years completed:		Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> Diploma/Degree:	

Terms of Agreement

Please be sure to read the following statement carefully.

I certify that the information provided in this application is accurate and complete. I understand that this application for employment is not, and is not intended to be, a contract of employment. I authorize Rutgers, The State University of New Jersey to verify and investigate any and all information provided in this application. I also authorize my current employer, former employers, educational institutions, references, and any other persons and entities referred to in this application, to provide information to Rutgers for employment-related purposes. In addition, I release Rutgers from any liability pertaining to investigation of the information provided in this application. I understand and agree that if I have provided any inaccurate, misleading, or incomplete information in this application or during the application process, such as during interviews, my application for employment may be denied and, if I am hired, my employment may be terminated. The Immigration Reform and Control Act of 1986 requires Rutgers, The State University of New Jersey to certify the identity and the employment authorization of all new employees and those already employed whose employment authorization will expire. Therefore, if offered employment at Rutgers, I will present documentation to establish my true identity and authorization to work before I can be employed, and if my employment authorization is scheduled to expire, I will present documentation to update and verify my eligibility. Certain identified job titles require a medical examination after an offer of employment has been made. If I am offered such a position, the University will make arrangements for my examination.

() I agree to these terms.

Signature:		Date:	
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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

It is university policy to provide equal employment opportunity to all its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, disability status, liability for military service, protected veteran status, affectional or sexual orientation, atypical cellular or blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment.