



ST. JOHN'S
UNIVERSITY

APPLICATION FOR EMPLOYMENT

Section 1 – Personal Information

Name	_____	_____	_____
	Last	First	MI
Address	_____	_____	_____
	Number	Street	Apt
	_____	_____	_____
	City	State	Zip Code

Telephone Number	_____
()	_____
E-mail Address	_____

Position Desired _____ Full-Time Adjunct Part-Time Temporary/Per Diem

Date Available _____

If "part-time," please list hours available to work _____

Have you ever been employed by St. John's University? Yes No

If "yes," please provide date(s) _____ In what capacity? _____

To your knowledge, do you have any relatives currently working at St. John's University? Yes No

If so, name(s) and department _____

Section 2 – Education Information

Please complete below beginning with the highest degree attained:

Name and Address of College/University, Technical School or High School	Did you graduate?	Degree Awarded	Major/Discipline
	<input type="radio"/> Yes <input type="radio"/> No		
	<input type="radio"/> Yes <input type="radio"/> No		
	<input type="radio"/> Yes <input type="radio"/> No		
	<input type="radio"/> Yes <input type="radio"/> No		
	<input type="radio"/> Yes <input type="radio"/> No		

Section 3 – Employment Information

List below present and past academic and non-academic employment, beginning with your most recent employer.

From Mo/Yr _____	Name of Employer	Position Title / Rank
To Mo/Yr _____	Full Address	Manager's Name/Title
<input type="radio"/> Full-Time <input type="radio"/> Part-Time		Telephone Number
Responsibilities		

From Mo/Yr _____	Name of Employer	Position Title / Rank
To Mo/Yr _____	Full Address	Manager's Name/Title
<input type="radio"/> Full-Time <input type="radio"/> Part-Time		Telephone Number
Responsibilities		

From Mo/Yr _____	Name of Employer	Position Title / Rank
To Mo/Yr _____	Full Address	Manager's Name/Title
<input type="radio"/> Full-Time <input type="radio"/> Part-Time		Telephone Number
Responsibilities		

From Mo/Yr _____	Name of Employer	Position Title / Rank
To Mo/Yr _____	Full Address	Manager's Name/Title
<input type="radio"/> Full-Time <input type="radio"/> Part-Time		Telephone Number
Responsibilities		

From Mo/Yr _____	Name of Employer	Position Title / Rank
To Mo/Yr _____	Full Address	Manager's Name/Title
<input type="radio"/> Full-Time <input type="radio"/> Part-Time		Telephone Number
Responsibilities		

From Mo/Yr _____	Name of Employer	Position Title / Rank
To Mo/Yr _____	Full Address	Manager's Name/Title
<input type="radio"/> Full-Time <input type="radio"/> Part-Time		Telephone Number
Responsibilities		

Section 4 – Other Information

Are you 18 years old or older? Yes No

If under 18 years old, please indicate date of birth _____.

Are you legally authorized to work in the US? Yes No

If you are authorized to work, are you in F-1 or J-1 visa status? Yes No If yes date of expiration _____

Do you now, or will you in the future, require immigration sponsorship or work authorization (for example, H-1B status)? Yes No

Please Read Carefully Before Signing

- I, the undersigned (including electronic signature or transmission), hereby apply for employment with St. John's University. If I am offered a position, I agree to abide by all the policies, rules and regulations of the University.
- Should I be offered a position, I understand that St. John's University may communicate with current and/or former employers and educational institutions for references, and I authorize the release of information relating to my employment or education to St. John's University or its agents and representatives.
- I understand that any offer of employment is subject to receipt by St. John's University of satisfactory references, verification of employment and education.
- I understand and agree that neither this application nor any written or oral communication by a St. John's University representative shall constitute an employment contract. If I am offered a position, I may be asked to sign an agreement setting forth the terms of my employment.
- I hereby declare that my answers to the above questions are complete and true, and I understand that any false or incomplete statements are sufficient cause for rescission of any offer of employment and/or disciplinary action, including, but not limited to termination of employment.

Signature of Applicant

Date

St. John's University is an equal opportunity employer.

St. John's University does not discriminate on the basis of race, religion, color, national or ethnic origin, age, gender or sex (including sexual harassment and sexual violence), gender identity or expression, sexual orientation, marital or partnership status, alienage or citizenship status, disability, genetic predisposition, caregiver status, pregnancy, sexual and reproductive health decisions, status as a victim of domestic violence/sex offense/stalking, status in the uniformed services of the United States (including veteran status), arrest or conviction record, credit history, salary history, unemployment status or any other basis prohibited by law in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990 and the Amendments Act, Section 504 of the Rehabilitation Act of 1973, Title VI or Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies.

Keaton Wong, Director and Title IX coordinator, serves as the Title IX coordinator for the University. Ms. Wong's office is located on the Queens campus, at the Office of Human Resources, University Center, and she can be contacted at 718-990-2660 or wongk1@stjohns.edu. Jackie Lochrie, associate dean of student services, serves as deputy Title IX coordinator for Student Affairs. Her office is located on the Queens campus at Bent Hall, Garden Level-Judiciary Suite-17C, and she can be contacted at 718-990-6568 or lochriej@stjohns.edu. Inquiries concerning Title IX's application to St. John's University may be referred to Ms. Wong. Inquiries may also be referred to the Assistant Secretary of the U.S. Department of Education, Office for Civil Rights.