KEAN UNIVERSITY

1000 MORRIS AVENUE
UNION, NJ 07083

APPLICATION FOR EMPLOYMENT

Position applied for:

_____

☐ Student Employment

Availability (Please check each work shift for which you are available): ☐Day Shift ☐Evening Shift ☐Weekends

Please PRINT legibly or TYPE answers. Please be aware that misrepresentation may be cause for removal.

Last Name	First Name	MI	Date
Street Address			Home Phone #
City	State	Zip	Alternate Phone # or Email Address
Have you ever applied for employment at Kean University? ☐Yes* ☐No (*If yes, state month and year):	Are you of legal age to work? ☐Yes ☐No		Social Security # / Student ID #

Proof of Age, Education, Military Status, Citizenship and Work Eligibility may be required upon employment offer.

1. What degree are you currently pursuing? ☐Graduate Degree ☐Undergraduate Degree*
   (*If you are an undergraduate student, indicate your current year of college): ☐Freshman ☐Sophomore ☐Junior ☐Senior
2. Are you receiving financial assistance (grants and/or loans) from our Financial Aid Office? ☐Yes ☐No
3. What is your major? _____
4. What is your expected graduation date? _____
5. Are you currently employed by Kean University? ☐Yes* ☐No (*If yes, indicate department): _____
6. Are you either a U.S. citizen or an alien authorized to work in the U.S.? ☐Yes ☐No
7. Are you in the U.S. on a visa which permits you to work at Kean University? ☐Yes ☐No Visa Type: _____
8. Are you a Veteran? ☐Yes* ☐No
   (*If yes, have you established Veterans Preference with the New Jersey Civil Service Commission after April 1, 1980?):
   ☐Yes ☐No
9. Have you ever worked or been educated under a different name? ☐Yes* ☐No
   (*If yes, under what name?): _____
10. How did you hear about this position? ☐ Friend/Relative ☐ University Website ☐ Other (please specify): _____
11. Please list any friends or relatives currently working at Kean University: _____

Education, Skills and Abilities

	Name and Location of School	Course of study	No. Years Completed	Did you graduate?	Degree or Diploma
High School (last attended):				☐Yes ☐No	
College or University:				☐Yes ☐No	
Graduate School:				☐Yes ☐No	
Other Formal Training (include Military):				☐Yes ☐No	

Please list any relevant skills, training, licenses, etc. that have given you the knowledge and abilities for this position:

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

List all employment starting with your current or most recent employer, including military experience. PLEASE USE ADDITIONAL SHEETS IF NECESSARY.

Company Name	Phone #
Address	Employed (Month and Year) From to
Name of Supervisor	Last Salary
Job Title and Duties	Reason for Leaving
Company Name	Phone #
Address	Employed (Month and Year) From to
Name of Supervisor	Last Salary
Job Title and Duties	Reason for Leaving
Company Name	Phone #
Address	Employed (Month and Year) From to
Name of Supervisor	Last Salary
Job Title and Duties	Reason for Leaving

REFERENCES: List below 3 people unrelated to you whom we may contact for information concerning your qualifications.

Name	Address	Phone #	Occupation

Person to Be Notified in Case of Accident or Emergency

Name	Phone #
Address	Relationship

Americans with Disabilities Act: Pursuant to the Americans with Disabilities Act, an individual with a disability may request a reasonable accommodation in order to participate in the employment application process at Kean University. Requests for accommodation should be addressed to the ADA Coordinator in the Office of Human Resources by phone at 908-737-3300 or by email to hr@kean.edu.

I authorize my former employers to release any information they may have concerning my employment record and I release Kean University and all previous employers listed above from all liability whatsoever that may issue from securing this information. I further authorize representatives of Kean University to verify any and all information contained in this application, including education and to review any and all criminal history, military and disciplinary records of any source.

I certify that the information on this application is complete and accurate to the best of my knowledge. I understand that any misleading or incorrect information may render this application void and be just cause for immediate termination if I become employed by Kean University.

Signature: *Date*:

THIS SECTION FOR HUMAN RESOURCES USE ONLY

Interviewer's Comments: *Signature:* *Date:*

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer