



Applying to a Job as an External Candidate

Step 1: Account Creation – Here, you will need to create a Workday account. Once created, please check the acknowledgement box.

Step 2: Quick Apply: On the first screen for Quick Apply please add your most up to date resume/cv. The resume will automatically populate parts of the application.

Step 3: My Information: Confirm that your address and contact information have populated.

Step 4: My Experience – Your certifications and additional documents can be loaded on at the end of this page. On this page you can edit your experience as appropriate.

Step 5: Resume/CV – Please load additional documents including teaching statement, contact information for references, cover letter and CV by pressing CTRL and clicking each document to be uploaded.

Step 6: Please complete the application questions

Step 7: Voluntary disclosures are recommended but not required

Step 8: Acknowledgement of terms & conditions

Step 9: Self Identification

Step 10: Please review your information, ensuring contact information and all documents are attached, and confirm all information entered is accurate to the best of your knowledge.

To follow a step by step guide continue on to the following pages.

KEAN | workday

Create Account

Email Address

Password

Verify New Password

By creating an external account with Kean University you are agreeing to the Terms and Conditions Kean University exercises as use of its Career site.

I understand and acknowledge the terms of use for Kean University.

Create Account

Already have an account? [Sign In](#)

[Forgot your password?](#)

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Step **1**

Create a Workday account.

Make sure to follow the rules below for your password creation

! Password must include:
A minimum of 8 characters.
A lowercase character.
A special character.
A numeric character.
An alphabetic character.
An uppercase character.

[Back to Job Posting](#)

Security Officer, Department of Public Safety/Police

Quick Apply My Information My Experience Application Questions Voluntary Disclosures Self Identify Review

Quick Apply

* Indicates a required field

Make completing your job application easier by uploading your resume or CV.
Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)

Drop file here
or **Select file**

Step **2**

On the first screen for Quick Apply please add your most up to date resume/cv. The resume will automatically populate parts of the application.

← [Back to Job Posting](#)

Security Officer, Department of Public Safety/Police

Quick Apply My Information My Experience Application Questions Voluntary Disclosures Self Identify Review

My Information

* Indicates a required field

How Did You Hear About Us? *

select one

Have you previously been employed by Kean University? *

Yes

No

Country *

United States of America

Legal Name

First Name *

Address

Address Line 1

City

State

select one

Postal Code

Email Address

testkeancougar@gmail.com

Step **3**

Answer the required fields.

Confirm that your address and contact information have populated. If they have not populated then you must manually enter the information needed.

Quick Apply My Information My Experience Application Questions Voluntary Disclosures Self Identify Review

My Experience

* Indicates a required field

Work Experience

Work Experience 1 🗑️ Delete

Job Title *

Company *

Location

I currently work here

From * To *

02 / 2018 02 / 2021

Role Description

Step **4**

Review your work experience.

If the experience has not auto populated then you must fill in the required fields manually. You can also edit any of the fields if needed.

Your certifications and additional documents can be loaded at the end, including your cover letter and contact information for references.

Education

Education 1 🗑️ Delete

School or University*

Degree*

Field of Study

Overall Result (GPA)

From To (Actual or Expected)

Certifications

Languages

Skills
Type to add Skills

Step **4.2**

Education, certifications and additional documents can be loaded at the end of this page.

Resume/CV

Upload a file (5MB max)*


Drop files here
or **Select files**

 Ivan Crego Resume Receptionist.pdf
568.78 KB
✔ Successfully Uploaded! 🗑️

 Ivan Crego Resume Receptionist.pdf
568.78 KB
✔ Successfully Uploaded! 🗑️

Websites
Add any relevant websites. Format should be: http://

Step **5**

Please load additional documents including teaching statement, cover letter, contact information for references, and CV by pressing CTRL and clicking each document to be uploaded.

You may also drag and drop directly from your desktop.

Add a personal website or portfolio site if you wish to.

Application Questions

* Indicates a required field

Do you possess a driver's license that is valid in New Jersey?*

select one

Do you possess a Commercial Driver's License (CDL) valid in New Jersey?*

select one

Have you ever worked or been educated under a different name?*

select one

Are you now or have you ever been a member of a NJ State Pension System/Retirement Plan?*

select one

Are you currently on a special or regular reemployment list or any list resulting from an examination administered by the New Jersey Civil Service Commission?*

select one

Are you legally authorized to work in the U.S.?*

select one

Do you have any relatives working at Kean University?*

select one

What are your salary expectations for this position?*

Back Save and Continue

Step **6**

On this page you must answer all required fields within the form.

Voluntary Disclosures

* Indicates a required field

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

Kean University is committed to establishing and maintaining a diverse campus community. Equal opportunity and diversity represent principles that are integrally woven into the University's mission. Kean University is committed to providing equal opportunity in employment and education, as well as equity of conditions for employment and education, to all employees, students and applicants without regard to race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability. Affirmative Action and non-discrimination policies are implemented separately by the Office of Affirmative Action and the Office of Disability Services.

Kean welcomes veteran and active-duty military members. These definitions when relevant:

- A Disabled Veteran is a veteran who has received a discharge from the military with a disability rating of 30% or higher, but for receipt of military disability benefits.
- A Recently Separated veteran is a veteran who has received a discharge from the military with a disability rating of 30% or higher, but for receipt of military disability benefits.
- An Active Duty Wartime veteran is a veteran who has received a discharge from the military with a disability rating of 30% or higher, but for receipt of military disability benefits.
- An Armed Forces Service Medal is a medal awarded to members of the United States Armed Forces who have served in a combat zone during a period of conflict.

Please select the ethnicity (or ethnicities) which most accurately describe(s) how you identify yourself.

American Indian or Alaska Native (United States of America)

Asian (United States of America)

Black or African American (United States of America)

I do not wish to answer. (United States of America)

Native Hawaiian or Other Pacific Islander (United States of America)

Two or More Races (United States of America)

White (United States of America)

Please select your gender.

select one

Please indicate if you are Hispanic or Latino.

select one

Please select the veteran status which most accurately describes your status.

select one

Back Save and Continue

Step **7**

Voluntary disclosures are not required. Answer as you see fit.

Step 8

Indicate that you have read the terms and conditions.

Terms and Conditions

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 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.

I understand and acknowledge the terms of use for Kean University.*

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[Back](#) [Save and Continue](#)



Step 9

Review the Self Identification form and check the box that fits you best.

Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. *Disabilities include, but are not limited to:*

- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celliac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression

Please check one of the boxes below:*

Yes, I Have A Disability, Or Have A History/Record Of Having A Disability

No, I Don't Have A Disability, Or A History/Record Of Having A Disability

I Don't Wish To Answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

[Back](#) [Save and Continue](#)

Step **10**

Quick Apply My Information My Experience Application Questions Voluntary Disclosures Self Identify Review

Review

My Information

How Did You Hear About Us?
Kean website

Have you previously been employed by Kean University?
No

Legal Name
Kean Cougar

I have a preferred name
No

Address
2021 Norway St
Agatha Cristy, NJ

Please review your information, ensuring contact information and all documents are attached, and confirm all information entered is accurate to the best of your knowledge.

Additional Workday learning resources are available from our Workday webpage found [here](#).

Specific questions can be sent to us at workday@kean.edu