### Application for Employment

**FAIRLEIGH DICKINSON UNIVERSITY**

**Metropolitan Campus, Teaneck, NJ**  
**College at Florham, Madison, NJ**  
**University Employment Office**  
**1000 River Road, Teaneck, NJ 07666**

Prospective employees will receive consideration without discrimination because of race, creed, color, gender, age, national origin, disability, sexual orientation or veteran status.

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#### Personal Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th></th>
<th>Home Phone (       )</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>City, State, Zip</td>
<td></td>
<td>Business Phone (       )</td>
<td></td>
</tr>
</tbody>
</table>

Are you legally eligible for employment in the United States?  
- Yes  
- No

Verification will be required upon employment.

Maiden Name or Other Names Used ____________________________

If under 18 years of age, you must provide working papers.

What Caused You to Apply to F.D.U.?  
- Agency ____________________________  
- F.D.U. Employee-Name ____________________________  
- Newspaper ____________________________  
- Other ____________________________

Name of Paper ____________________________

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#### Employment Information

Position Desired: ____________________________  
- Reg. Full Time  
- Reg. Part Time  
- Temp.

Salary Desired: ____________________________  
- Shift Preference:  
  - Days  
  - Evenings  
  - Nights

Date You Can Start: ____________________________  
- Are You Now Employed?  
  - Yes  
  - No

Have you ever been employed by F.D.U.?  
- Yes  
- No  

If “YES”, give dates, department.

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#### Education Information

<table>
<thead>
<tr>
<th></th>
<th>Name and Location of School</th>
<th>Did You Graduate?</th>
<th>Major</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td>Y___ N___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
<td>Y___ N___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate School</td>
<td></td>
<td>Y___ N___</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
<td>Y___ N___</td>
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#### MISC

Have you been convicted of a felony (indictable offense), misdemeanor, or disorderly person’s offense?  
- Yes  
- No

Conviction will not necessarily disqualify an applicant from employment.

<table>
<thead>
<tr>
<th>U.S. Military Service</th>
<th>No</th>
<th>Yes</th>
<th>Branch</th>
<th>Date from</th>
<th>Date to</th>
<th>Rank</th>
</tr>
</thead>
</table>

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#### REFERENCES – DO NOT LIST RELATIVES OR PREVIOUS SUPERVISORS

<table>
<thead>
<tr>
<th>Name and Address</th>
<th>Occupation</th>
<th>Phone Number</th>
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(Rev. 12-03)
List below present and past employment, beginning with your most recent:

<table>
<thead>
<tr>
<th>Name and Address of Company and Type of Business</th>
<th>From</th>
<th>To</th>
<th>Starting Salary</th>
<th>Ending Salary</th>
<th>Reason for Leaving</th>
<th>Name of Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mo.</td>
<td>Yr.</td>
<td>Mo.</td>
<td>Yr.</td>
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State your Job Title and describe the work you did. (Do not just attach or reference resume):

Telephone

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State your Job Title and describe the work you did. (Do not just attach or reference resume):

Telephone

I hereby give permission to contact the employers listed above concerning my prior work experience.

Signature: ________________________________

May we contact your present employer?  

☐ Yes  ☐ No

IV  

SKILLS/LICENSES: Please Check

☐ Driver’s License  ☐ Black Seal  ☐ Other

☐ Computer  Software: ________________________________

List any other certification or licensing in professional, para-professional or skilled trades field: ________________________________

______________________________

Membership in professional organizations: ________________________________

______________________________

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY

By my signature below, I affirm that I have read and understand this application, that I have not withheld any information requested, and that the statements I have made are true and correct. I understand that if I am employed, any false statements will be considered as cause for termination. I also understand that a background investigation/reference check may be done and my potential employment is contingent upon the accuracy of the facts I have presented. If accepted for employment, I understand that as an employee at will, my employment can be terminated at any time, with or without cause or notice by either myself or the university. (At will employment does not apply to faculty positions.)

Sign here: ________________________________  

Date  

Name