



**OFFICE OF HUMAN RESOURCES**  
 205 Hofstra University  
 Hempstead, NY 11549-2050  
[www.hofstra.edu](http://www.hofstra.edu)

APPLICATION FOR EMPLOYMENT

**ADMINISTRATION**

**Nondiscrimination Policy**

Hofstra University is committed to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status (characteristics collectively referred to as "Protected Characteristic") in employment and in the conduct and operation of Hofstra University's educational programs and activities, including admissions, scholarship and loan programs and athletic and other school administered programs. This statement of nondiscrimination is in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act, the Age Discrimination Act and other applicable federal, state and local laws and regulations relating to nondiscrimination ("Equal Opportunity Laws"). The Equal Rights and Opportunity Officer is the University's official responsible for coordinating its overall adherence to Equal Opportunity Laws. Questions or concerns regarding any of these laws, other aspects of Hofstra's Nondiscrimination Policy, or regarding Title IX as it relates to reports against employees or other nonstudents, should be directed to the Equal Rights and Opportunity Officer, who also serves as the Title IX Officer for Employee Matters, at [HumanResources@Hofstra.edu](mailto:HumanResources@Hofstra.edu), 516-463-6859, 205 Hofstra University, Hempstead, NY 11549. Student-related questions or concerns regarding Title IX should be directed to the Title IX Officer for Student Issues at [StudentTitleIX@Hofstra.edu](mailto:StudentTitleIX@Hofstra.edu), 516-463-5841, 127 Wellness & Campus Living Center, Hempstead, NY 11549. For additional contacts and related policies and resources, see <http://www.hofstra.edu/eoe>. HU Doc #13390; Rev. 8/2019

All administrative employees are free to resign at any time and are subject to discharge at any time (with or without notice), and the employment relationship is not the provision of any external documents except as expressly provided by Hofstra in writing.

**Please Type or Print (Ink Only):**

LAST NAME FIRST MIDDLE

STREET ADDRESS APT. #

CITY STATE ZIP E-MAIL ADDRESS

EVENING PHONE # DAYTIME PHONE # ALTERNATE PHONE #

We can contact you at  evening #,  daytime #, or  alternate#.

**Position Applying for:**

Check availability for employment, by checking only one category:  Full Time  Part Time  Temporary

Referral Source:  Advertisement  Employment Agency  Walk-In  Other \_\_\_\_\_

**Employment History:**

**Begin with current or most recent position and work backward. Complete in detail and include your last 10 years of employment history; explain any lapse for which time is not accounted. Include all work experience (military, part time, and volunteer).**

Are you employed now?  Yes  No May we contact your present employer?  Yes  No

Comments: \_\_\_\_\_

**Present or Most Recent Position:**

Employer \_\_\_\_\_ Business Phone \_\_\_\_\_

Address (city/state/zip) \_\_\_\_\_

Type of Business \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Position held \_\_\_\_\_

From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_ Full-time?  Yes  No (if no, # hrs./wk.) \_\_\_\_\_

Reason for leaving:  Voluntary  Involuntary, Explain: \_\_\_\_\_

**Previous Position:**

Employer \_\_\_\_\_ Business Phone \_\_\_\_\_

Address (city/state/zip) \_\_\_\_\_

Type of Business \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Position held \_\_\_\_\_

From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_ Full-time?  Yes  No (if no, # hrs./wk.) \_\_\_\_\_

Reason for leaving:  Voluntary  Involuntary, Explain: \_\_\_\_\_

Employer \_\_\_\_\_ Business Phone \_\_\_\_\_

Address (city/state/zip) \_\_\_\_\_

Type of Business \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Position held \_\_\_\_\_

From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_ Full-time?  Yes  No (if no, # hrs./wk.) \_\_\_\_\_

Reason for leaving:  Voluntary  Involuntary, Explain: \_\_\_\_\_

EDUCATION	Name & Address of School	# Years Completed/ Credits Earned	Major or Program & Degree or Certificate Awarded	Date Degree Awarded
High School				
College/University				
College/University				
College/University				

**List all professional licenses you hold and/or memberships in professional organizations you belong to and indicate offices held:**

1) \_\_\_\_\_, 2) \_\_\_\_\_, 3) \_\_\_\_\_,  
 4) \_\_\_\_\_, 5) \_\_\_\_\_, 6) \_\_\_\_\_

**List all special skills:**

1) \_\_\_\_\_, 2) \_\_\_\_\_, 3) \_\_\_\_\_

- A.** Have you ever filed an application to work at Hofstra University before?  Yes  No
- B.** Have you ever worked for Hofstra University?  Yes  No  
 If you answer yes to Item B, please list department(s) worked in and dates: \_\_\_\_\_
- C.** Are any of your relatives employed by Hofstra University?  Yes  No  
 If you answer yes to item C, please list name of relative: \_\_\_\_\_
- D.** If you are under 18, can you furnish a work permit?  Yes  No
- E.** Have you ever been convicted of any criminal offense?  Yes  No  
 If you answer yes to item E, please provide date and explain: \_\_\_\_\_  
 NOTE: a criminal conviction will be considered only in relation to the position for which you are applying.
- F.** Are you currently on probation or under government supervision?  Yes  No  
 If you answer yes to item F, please explain: \_\_\_\_\_
- G.** If offered a position, can you provide proof of eligibility to work in the U.S.?  Yes  No
- H.** Veteran of the military service?  Yes  No
- I.** Did you attach your resume with this application?  Yes  No
- J.** On what date would you be available to start work? \_\_\_\_\_

(List three persons whom we may contact regarding your professional activities.)

_____ (Name)	_____ (Address)	_____ (Phone)
_____ (Name)	_____ (Address)	_____ (Phone)
_____ (Name)	_____ (Address)	_____ (Phone)

**Campus Safety:**

In compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other federal law, detailed information on campus security and fire safety, including statistics, is available by accessing the Hofstra website at [hofstra.edu/campusafetyreport](http://hofstra.edu/campusafetyreport), or by contacting the Advisory Committee on Campus Safety. Crime statistics are also available at the U.S. Department of Education (DoE) website at [ope.ed.gov/security](http://ope.ed.gov/security). The Advisory Committee on Campus Safety will provide upon request all campus crime and fire safety statistics as reported to the U.S. Department of Education. For additional information or a paper copy of the report, please call the Department of Public Safety at 516-463-6606.

I certify that all the information on this application is accurate and complete to the best of my knowledge and belief. I understand this information is subject to verification and that my employment and/or continuance thereof may be contingent upon its accuracy and completeness. I agree and authorize Hofstra University to obtain any information pertaining to my background, for employment purposes only. I release and discharge Hofstra University and its agents from any and all liability, claims, and damages arising out of, or relating to, any investigation of my background. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by the rules of Hofstra University. I understand that Hofstra University may require a subsequent background check for promotions or transfers to other positions.