



Cornell University

04/22/2025

EMPLOYMENT APPLICATION

DIRECTIONS

- Type or print, using black ink or marker
- If you need additional space, attach a supplemental sheet
- Sign the completed application

If you need assistance with the accessibility of this form, please contact accommodations@cornell.edu

GENERAL

NAME (LAST)	(FIRST)	(MIDDLE)	ARE YOU 18 YEARS OF AGE OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE OF APPLICATION
PRESENT ADDRESS (STREET, CITY, STATE, ZIP CODE)			PHONE NO. - DAY ()	PHONE NO. - EVENING ()
HAVE YOU PREVIOUSLY WORKED FOR CORNELL UNIVERSITY, INCLUDING WEILL CORNELL MEDICINE, IN ANY OF THE FOLLOWING CAPACITIES? <input type="checkbox"/> No prior employment <input type="checkbox"/> Regular employee <input type="checkbox"/> Temporary/casual position(s) <input type="checkbox"/> Temporary through a temporary agency <input type="checkbox"/> Temporary through Union Hall <input type="checkbox"/> Independent Contractor <input type="checkbox"/> At Weill Cornell Medicine				EMAIL ADDRESS
DATES OF PREVIOUS CORNELL EMPLOYMENT 1) 2)	COLLEGE UNIT AND DEPARTMENT	POSITION	REASON FOR LEAVING	
Have you ever been fired, asked to resign, or resigned in lieu of termination from a position? <input type="checkbox"/> YES <input type="checkbox"/> NO	Is your eligibility to work in the United States based upon an employment visa? <input type="checkbox"/> YES <input type="checkbox"/> NO	If your employment will require a visa, please indicate the type of visa you currently hold and the expiration date:	Will you now or in the future require sponsorship to be eligible to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO	

POSITION

HOW DID YOU HEAR ABOUT US? _____

Please note that the Employment Record, Education & Training and References sections below do not need to be completed if an attached resume provides all of the specific requested information. If there is information requested that is not on your resume, please be sure to provide that information in order to ensure that your application materials will be considered.

EMPLOYMENT RECORD

LIST MOST RECENT EMPLOYMENT FIRST

START DATE	END DATE	FINAL POSITION TITLE	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
EMPLOYER	LAST SUPERVISOR'S NAME		REASON FOR LEAVING
STREET ADDRESS, CITY, STATE, ZIP CODE			PHONE ()
POSITION DESCRIPTION			
START DATE	END DATE	FINAL POSITION TITLE	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
EMPLOYER	LAST SUPERVISOR'S NAME		REASON FOR LEAVING
STREET ADDRESS, CITY, STATE, ZIP CODE			PHONE ()
POSITION DESCRIPTION			

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EMPLOYMENT RECORD CONTINUED

START DATE	END DATE	FINAL POSITION TITLE	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
EMPLOYER		LAST SUPERVISOR'S NAME	REASON FOR LEAVING
STREET ADDRESS, CITY, STATE, ZIP CODE			PHONE ()
POSITION DESCRIPTION			

EDUCATION & TRAINING

COLLEGE UNIVERSITY OR TECHNICAL SCHOOL	GRADUATE?		TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT	NAME OF SCHOOL
	YES	NO			
	<input type="radio"/>	<input type="radio"/>			CITY & STATE
COLLEGE UNIVERSITY OR TECHNICAL SCHOOL	GRADUATE?		TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT	NAME OF SCHOOL
	YES	NO			
	<input type="radio"/>	<input type="radio"/>			CITY & STATE
HIGH SCHOOL LAST ATTENDED	GRADUATE?		TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT	NAME OF SCHOOL
	YES	NO			
	<input type="radio"/>	<input type="radio"/>			CITY & STATE
OTHER	GRADUATE?		TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT	NAME OF SCHOOL
	YES	NO			
	<input type="radio"/>	<input type="radio"/>			CITY & STATE

LIST LICENSES, FOREIGN LANGUAGES, COMPUTER, DATA/WORD PROCESSING, OFFICE EQUIPMENT, TYPING, SHORTHAND, OR OTHER SKILLS & TRAINING YOU CONSIDER RELEVANT TO EMPLOYMENT AT CORNELL

PROFESSIONAL ORGANIZATIONS, ASSOCIATIONS, HONORS, CERTIFICATIONS, PROFESSIONAL LICENSES AND PUBLICATIONS YOU CONSIDER SIGNIFICANT. PLEASE INDICATE THE PROFESSIONAL LICENSE NUMBER AND STATE OF ISSUANCE

REFERENCES

LIST THREE PERSONS, OTHER THAN RELATIVES OR PERSONAL FRIENDS, WHO HAVE KNOWLEDGE OF YOUR WORK EXPERIENCE AND/OR EDUCATION.

NAME/TITLE	MAILING ADDRESS	PHONE

AUTHORIZATION

APPLICATION MUST BE SIGNED PRIOR TO SUBMITTING.

I understand that Cornell University will not be bound by offers or conditions of employment other than those made in official written offers of employment. ☐ YES ☐ NO

I certify that all statements (verbal and written) made on any and all material collected during the hiring process are true, complete and accurate and I understand that misrepresentation or omission of facts called for in the employment application, resume, interview process or other application material may prohibit consideration for employment at Cornell University and is cause for immediate termination if employed. In addition, I certify that my conduct and performance in current or past employment, has been in accordance with policies, procedures, laws and regulations.

Cornell reserves the right to rescind an offer of employment, or terminate employment, if it discovers any information, that, if Cornell knew at the time of this application, would have prompted Cornell not to extend an offer of employment.

By entering my legal name below, I certify that I have read and agree with these statements.

Date

Signature

Employment is contingent upon furnishing evidence of identity and employment eligibility.
Cornell University is an Equal Opportunity Employer.
April 2025



Cornell University

Human Resources
130 Day Hall
Ithaca, NY 14853-2801
f. 607.255.4302
www.hr.cornell.edu

Cornell University Important Notice to Applicants

Employment Assistance

For general questions about the position or the application process, please contact the Recruiter listed in the job posting or email mycareer@cornell.edu.

If you require an accommodation for a disability in order to complete an employment application or to participate in the recruiting process, you are encouraged to contact Cornell University's Office of Institutional Equity and Title IX at voice (607) 255-2242, or email at accommodations@cornell.edu.

Applicants that do not have internet access are encouraged to visit your local library, or local Department of Labor. You may also request an appointment to use a dedicated workstation in the Office of Talent Attraction and Recruitment, at the Ithaca campus, by emailing mycareer@cornell.edu.

Notice to Applicants

Please read the required Notice to Applicants statement by [clicking here](#). This notice contains important information about applying for a position at Cornell as well as some of your rights and responsibilities as an applicant.

EEO Statement

Cornell University's history of diversity and inclusion encourages all students, faculty and staff to support a diverse and inclusive university in which to work, study, teach, research and serve. No person shall be denied employment on the basis of any legally protected status or subjected to prohibited discrimination involving, but not limited to, such factors as race, ethnic or national origin, citizenship and immigration status, color, sex, pregnancy or pregnancy-related conditions, age, creed, religion, actual or perceived disability (including persons associated with such a person), arrest and/or conviction record, military or veteran status, sexual orientation, gender expression and/or identity, an individual's genetic information, domestic violence victim status, familial status, marital status, or any other characteristic protected by applicable federal, state, or local law.

Cornell University embraces diversity and seeks candidates who will contribute to a climate that supports students, faculty, and staff of all identities and backgrounds. We strongly encourage individuals from historically underrepresented and/or marginalized identities to apply. Qualified protected veterans as defined in the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and qualified disabled individuals with disabilities under Section

503 of the Rehabilitation Act have rights in the application process and in employment under federal law. We also recognize a lawful preference in employment practices for Native Americans living on or near Indian reservations in accordance with applicable law.

Application Fraud & Misrepresentation

I certify that all statements (verbal and written) made on any and all material collected during the hiring process are true, complete and accurate and I understand that misrepresentation or omission of facts called for in the employment application, resume, interview process or other application material may prohibit consideration for employment at Cornell University and is cause for immediate termination if employed.

Reference and Background Checking

Applying for a specific job authorizes Cornell University to contact any of your schools, your current*and former employers, or other references for the purpose of verifying information and/or obtaining an account of your education, work experience and skills. By applying for a job you agree to hold any and all of your reference sources harmless and free of any liability for releasing such information. Please note that for some positions a more extensive background check is part of the employment decision making process and you will need to sign any necessary disclosure and release forms including, but not limited to, a "Disclosure and Release of Information Authorization" form as part of the hiring process. (* Please note that the point at which your prospective hiring supervisor will contact your employer may vary; however, this is most commonly done on a pre- employment basis usually after the initial interview. This practice is rarely performed on a pre-interview basis. If you have concerns about having your current employer contacted, please communicate those concerns to the person who conducts your initial interview to determine what, if any, alternatives exist.

Employment Eligibility Verification

All offers of employment by Cornell University are contingent on the provision of satisfactory proof of your identity and legal authority to work in the United States. Prior to or on your first day of employment, you must comply with the requirements of the Immigration and Naturalization Service's Employment Eligibility Verification (I-9 Form).

Post Offer, Pre-Employment Medical Examination/Immunization(s)

For some positions, after an offer of employment is made, a pre-employment medical examination

or immunization(s) may be required by the hiring department as a condition of employment only if it is relevant to the job. These examinations are arranged by and at the expense of the hiring department and may be performed by a university physician. If a pre-employment medical examination or immunization(s) is required, it will be stated in the recruitment advertising. By applying for a specific job, you acknowledge your understanding and agreement that failure to successfully complete a required post-offer, pre-employment medical examination or immunization(s) will result in Cornell University rescinding the employment offer or terminating your employment.

Offers of Employment

Please be advised that Cornell University will not be bound by offers or conditions of employment other than those made in official offer letters.

Pay Transparency Act

As a federal contractor we have the requirement to comply with pay transparency rules. As an applicant you have rights under the Pay Transparency Act. For more information please visit https://hr.cornell.edu/policies/pay_transparency.pdf

This Employer Participates in E-Verify.

Este Empleador Participa en E-Verify.