



Rochester Institute of Technology Employment Application

You are encouraged to submit your application online at our Career Zone site: <http://careers.rit.edu/>

Because RIT is committed to recruiting, hiring and promoting people with disabilities and veterans, **if you need accommodation to assist with completing this or the electronic application**, please contact Human Resources in person or by calling 585-475-2424 or email your request to careers@rit.edu.

Please print clearly:

Name	Home Phone/TTY
Address Line 1	Cell Phone
Address Line 2	
City	State
	Zip Code
Email	

1) Please indicate the position title and IRC number for which you are applying:

Position Title	IRC Number
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2) Have you ever been convicted of any violation of law other than a minor traffic offense?

Criminal background and/or motor vehicle records checks are conducted on individuals to whom employment offers are made for some RIT positions. A conviction does not automatically disqualify you from employment.

If yes, please list the type of offense, name and location of the court and date of conviction(s):

3) Are you legally eligible to work in the U.S.? Yes No

RIT is currently in compliance with the Immigration Reform and Control Act of 1986.

4) If offered employment will you be legally eligible to work in the U.S on the anticipated date of hire? Yes No

Please list any relevant details _____

5) Are you 18 years or older? Yes No

6) Have you been previously employed by RIT? Yes No Yes, as a student employee

If yes, list dates of service _____

7) Have you previously worked at RIT as an employee of a third party such as a temporary agency? Yes No

If yes, provide dates of service and identify the agency _____

8) Have you previously applied for a position at RIT? Yes No

If yes, please indicate the year _____

Applicant Affirmation Signature

Information provided to RIT on this application form, as well as materials submitted for consideration such as a resume, curriculum vitae, or professional portfolio, are subject to verification. Falsification of employment-related information may bar employment and/or result in termination upon discovery. My signature indicates that I understand this provision and the information I have provided is accurate.

Signature: _____ Date: _____

This page is OPTIONAL if you are attaching a resume

Employment History Starting with the most recent employer, provide the following:

Employer	Month / Year to Month / Year
Dates Employed	
Street Address	Compensation <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Job Title/Duties	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Immediate Supervisor and title (for most recent position held)	
Why did you leave?	

Employer	Month / Year to Month / Year
Dates Employed	
Street Address	Compensation <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Job Title/Duties	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Immediate Supervisor and title (for most recent position held)	
Why did you leave?	

Employer	Month / Year to Month / Year
Dates Employed	
Street Address	Compensation <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Job Title/Duties	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Immediate Supervisor and title (for most recent position held)	
Why did you leave?	

Educational Background: Starting with the most recent school attended, provide the following:

School (Include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		___ Diploma ___ GED ___ Degree _____ ___ Certification _____ ___ Other _____		
		___ Diploma ___ GED ___ Degree _____ ___ Certification _____ ___ Other _____		
		___ Diploma ___ GED ___ Degree _____ ___ Certification _____ ___ Other _____		

Safety & Security Information for Prospective Employees

RIT is committed to providing safety and security information to all current and prospective members of the campus community. RIT's annual safety and security compliance report is available at <http://finweb.rit.edu/campusafety/publications.html>. This information is required by law and is provided by the RIT Public Safety Department. If you would like a paper copy of the Safety and Security Report, please call (585) 475-6963.

RIT...A University that Values Diversity

RIT promotes and values diversity within its work force and provides equal opportunity to all qualified individuals regardless of race, color, creed, age, marital status, gender, religion, sexual orientation, gender identity, gender expression, national origin, veteran status, or disability. All individuals with the ability to contribute in meaningful ways to the university's continuing commitment to cultural diversity, pluralism, and individual differences are encouraged to make application. RIT is an Equal Opportunity Employer.

Voluntary Self Identification Information <i>All federal government contractors with 50 or more employees are required to solicit the gender, race, and ethnicity of applicants. This self-identification is voluntary; and there never has been, nor will there be, any adverse action taken against you if you choose not to disclose this information. This information will not be kept in your personnel file. It will be maintained in the Human Resources employee database solely for use in required government reporting or other business purposes. If you chose not to report this data, please select the opt out option below.</i>	
Gender-Select One	
<input type="checkbox"/> Male <input type="checkbox"/> Female	
Ethnicity-Select one in this section	
<input type="checkbox"/> Hispanic or Latino	<i>A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race</i>
<input type="checkbox"/> Non Hispanic or Latino	
Race Regardless of your answer to the ethnicity question above, you may select one or more of the following race categories that apply to you.	
<input type="checkbox"/> American Indian or Alaska Native	<i>A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.</i>
<input type="checkbox"/> Asian	<i>A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</i>
<input type="checkbox"/> Black or African American	<i>A person having origins in any of the black racial groups of Africa.</i>
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<i>A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</i>
<input type="checkbox"/> White	<i>A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</i>
<input type="checkbox"/> I do not want to disclose my EEO information.	

Please return the completed application to:

Rochester Institute of Technology
Department of Human Resources
8 Lomb Memorial Drive
Rochester, NY 14623

Or via Fax @ (585)-475-7170

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