



**WE ARE NEW YORK'S LAW SCHOOL**

Employment Application

First name \_\_\_\_\_ Middle initial \_\_\_\_\_ Last name \_\_\_\_\_ Date \_\_\_\_\_

Position seeking: \_\_\_\_\_ Salary requirements: \_\_\_\_\_ Date available: \_\_\_\_\_

Full-Time

Part-Time If part-time, specify days and hours: \_\_\_\_\_

How did you learn about this position? \_\_\_\_\_

**Personal**

Street address \_\_\_\_\_ City, state, ZIP \_\_\_\_\_

Mobile phone \_\_\_\_\_ Home phone \_\_\_\_\_

Email \_\_\_\_\_

Have you ever applied for employment with NYLS?

Yes  No If yes, month and year: \_\_\_\_\_ Department: \_\_\_\_\_

Do you have any relatives working or studying at NYLS?  Yes  No

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

Are you 18 or older?  Yes  No

**Education**

School	Name and Location	Program or Major	No. of Years Completed	Degree or Diploma
Graduate				
College				
Other				
High School				

## Employment Application (continued)

### Military Service

Have you served in the U.S. Military?  Yes  No

Dates of active duty: \_\_\_\_\_ Rank at discharge: \_\_\_\_\_

Description of duties: \_\_\_\_\_

### Employment

Please provide your full-time and part-time employment record, starting with your current or most recent employer.

**1.**

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Employment dates: \_\_\_\_\_  
From To

Job title and brief description: \_\_\_\_\_

Supervisor's name and title: \_\_\_\_\_ Supervisor's phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer?  Yes  No

**2.**

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Employment dates: \_\_\_\_\_  
From To

Job title and brief description: \_\_\_\_\_

Supervisor's name and title: \_\_\_\_\_ Supervisor's phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer?  Yes  No

**3.**

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Employment dates: \_\_\_\_\_  
From To

Job title and brief description: \_\_\_\_\_

Supervisor's name and title: \_\_\_\_\_ Supervisor's phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer?  Yes  No

## Employment Application (continued)

### Additional Information

Please indicate any other information that may be important to your application.

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### References

Please list three professional references and one personal reference.

#### 1. Professional

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

#### 2. Professional

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

#### 3. Professional

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

#### 4. Personal

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Remarks

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### Authorization

By electronic signature below, I certify that the above statements are true and correct to the best of my knowledge, and that this information can be used for the purpose of processing my employment application and information. I understand that misrepresentation or omission of facts called for may result in my disqualification or dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_