



HR Use Only	
ID:	_____
Department #	_____
Grant #	_____

Contingent Employee **(Formally Contract Worker)**

To begin the hiring process the Agreement must be completed and authorized by all parties prior to forwarding to the Human Resources Office.

The following are additional instructions for New Employees Only:

1. Complete the background and education check authorization form attached and submit to the human Resources office with the Contingent Agreement.
2. Complete an application at jobs@njcu.edu in the Contingent Employee job opening. Notify Human Resources when the application has been completed so that we can send you information on how to process your payroll processing forms online.



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CONTINGENT EMPLOYMENT AGREEMENT

Department Name _____ **Department #** _____

This Agreement for Employment is made on this ____ day of _____, _____, by and between "New Jersey City University" and _____, (Employee).

1. Employment for the above employee shall commence on _____ (Date) and terminate on _____ (Date).
2. The specified duties and responsibilities shall be competently performed by the employee. (Attach Job Description)
Job Title: _____
3. New Jersey City University shall make payment to the employee a set amount as compensation for services rendered.
The employee agrees to accept the sum of _____ payable on (date) _____ in the amount of _____.
4. This contract of employment may terminate upon the occurrence of any of the following events: (a) the death of the employee; (b) the failure of the employee to perform his duties satisfactorily; (c) based upon non-performance of duties by the employee; (d) falsification of qualifications (education, experience or license to practice athletic training).
5. This agreement may not be assigned.
6. The employee shall not be eligible for any benefits other than statutory.
7. **New employees: Apply as a Contingent Employee at jobs@njcu.edu in the Contingent Employee job opening, complete the background and education check authorization form attached and complete all payroll processing forms through our online onboarding system.**
8. Authorization by the following parties must be obtained prior to any payments received.

Employee Signature	Date
NJCU Department Head Signature	Date
Vice President	Date
Human Resources Director	Date



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BACKGROUND CHECK INFORMATION

Applicant Name _____

(On Driver's License/ID) Last First Middle Suffix _____

Social Security Number* _____ Date of Birth*(MM/DD/YYYY) _____

Driver's License (DL) State _____ DL No. _____ Exp. Date _____

Current Physical Address (NOT P.O. Box)
 _____ Apt _____

City: _____ State: _____ Zip code: _____

Phone Number: _____ Email Address: _____

Education History (highest level or most relevant to position applied for)

School Name: _____ **Did you graduate? Yes No GED**

City _____ State _____ Zip Code _____

Degree _____ Major _____

Name Used During Attendance _____

Attendance Date: _____ Graduation/GED Date _____

I certify that the answers given in this application for employment are true and complete. I understand that any false information, misleading information or omission of information may result in rejection of my application or, if I am hired, may be cause for immediate termination. If hired, I understand that I am bound by and required to abide by all of the rules and regulations of New Jersey City University.

I authorize New Jersey City University to investigate and make inquiries regarding my references, employment records and other matters related to my suitability for employment. I authorize persons, educational institutions, employers and organizations to provide any relevant information regarding suitability for employment at New Jersey City University. I hereby release New Jersey City University and all affiliated persons and entities, as well as any person or institution that provides New Jersey City University with any information about me, from any and all liability whatsoever resulting from any such inquiry, investigation or communication.

By signing below, I acknowledge that I have read and understood and agreed to the above statements.

Applicant Signature _____ **Date** _____

**This employment application or other aspects of the employment process is not an offer of employment nor is it an employment contract. An offer of employment shall only be given in writing in a separate communication, signed by an authorized hiring representative of New Jersey City University.*