



## POSITION APPLICATION Support Staff

Thank you for your interest in Muhammad University of Islam, New York City. To assist us in reviewing your application, please complete all sections of the application form.

### EMPLOYMENT PREFERENCE

Full-time      Part-time      Date Available for Employment: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

### PERSONAL INFORMATION

Legal Name: First \_\_\_\_\_ Last Name \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Registered Believer: \_\_\_\_\_ Yes \_\_\_\_\_ No    If yes, Mosque # \_\_\_\_\_ City \_\_\_\_\_

Residential Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you legally entitled to work in New York State?      Yes      No

## PREVIOUS WORK EXPERIENCE

Complete this section about your work experience starting with your most recent experience.

FROM		TO		EMPLOYER	POSITION AND JOB DUTIES
Month	Year	Month	Year		

## ADDITIONAL INFORMATION

Please provide additional information or special circumstances which might be important in the consideration of your application for volunteer assignment with Muhammad University of Islam, New York City.

## REFERENCES

Please provide two (2) references. Complete all sections below.

1. Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Organization: \_\_\_\_\_

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

2. Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Organization: \_\_\_\_\_

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

## DECLARATION OF APPLICANT

As indicated by my signature below, I declare the following:

- The information given in this application is correct, without material omissions of any kind. I understand that failure to accurately and fully complete my application in its entirety may disqualify me from consideration for volunteer assignment or may be cause for dismissal if information provided is found to be untrue or misleading.
- I freely and voluntarily consent to having my application reviewed by participants involved in determining my suitability, eligibility, or qualifications for volunteer assignment with Muhammad University of Islam, New York City.
- I give Muhammad University of Islam, New York City permission to contact my listed references for the purpose of obtaining volunteer opportunity related reference information including employment history, work performance and attendance records.
- I authorize these people to disclose this information, and this constitutes my consent to this release, including my consent pursuant to the *Freedom of Information and Protection of Privacy Act*.
- I understand that confidential reference reports provided to Muhammad University of Islam, New York City in connection with my application for volunteer assignment will not be made available to me.

LAST NAME	FIRST NAME	DATE
SIGNATURE		

## MANDATORY RECORDS CHECK AND DISCLOSURE

Muhammad University of Islam, New York City is committed to providing a safe environment for students and staff. If you wish your application for volunteer assignment to be considered, you are required to answer the three questions below under APPLICANT DISCLOSURE. Before doing so, carefully read the following information.

- Effective September 1, 2018 all volunteers recruited by Muhammad University of Islam, New York City are required to submit a criminal background check which includes information relevant to working with the vulnerable sector, as applicable. The nature of any charges, convictions, or investigations revealed in a criminal background check, and the date at that time, will be considered relative to the date of recruitment and the position responsibilities.
- Instructions for obtaining a criminal background check will be provided at the time of recruitment or offer of volunteer assignment.
- If the information revealed by the criminal background check indicates that a recruited volunteer is unsuitable for a volunteer assignment with Muhammad University of Islam, New York City, an offer for volunteer assignment will be rescinded or will immediately be terminated by mutual agreement.

### APPLICANT DISCLOSURE (Details must be provided for a “Yes” response.) Circle One.

Have you ever been convicted of any felony or misdemeanor classified as an offense against a person or family, public indecency, or a violation involving a state or federally controlled substance?	YES	NO
Have you ever been convicted of child abuse and/or maltreatment of children?	YES	NO
Have you ever been convicted of sexual abuse or molestation of children?	YES	NO

Provide details for a “Yes” response including dates, disposition, and any other pertinent information here:

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(Note: YES, to any one of the above questions will not automatically exclude you from further consideration for volunteer assignment. The requirements of the position and related circumstances will be considered.)

**DECLARATION**

**As indicated by my signature below, I declare the following:**

The information provided above is correct and true. I understand that if the information provided is found to be untrue or misleading, I may be disqualified from volunteer assignment. I understand that any confidential reference reports relating to my volunteer assignment with Muhammad University of Islam, New York City may not be made available to me.

NAME: \_\_\_\_\_  
(PLEASE PRINT)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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