

NEW JERSEY CITY UNIVERSITY

When completed forms are returned, they will be retained in our archives for a period of five (5) years.

1. Personal Data Form (for office use only)
2. Consent to Grant Access to, or Release of Record to, Third Party Form.
3. Non-Confidential Appraisal(s).

Please include an updated resume with registration materials when you return them. Your file will be incomplete, if it is not included.

*The student/alumnus should keep a copy of all materials submitted to this Office.

Instructions for filling out forms:

1. Please type or print the Personal Data Form. Be sure it is signed and dated. Neatness and accuracy are important.
2. Consent to Granting Access to, or Release of Records To, Third Parties Form. This form is optional but the Placement Office will, under no circumstance, forward your credentials to any employer, graduate school or other agency without this form being properly filled out.

Non-Confidential Appraisals (Reference Forms)

Employers request references for graduates who are referred for positions. You must secure permission before you use a name as a reference. When permission has been granted, the following steps should be followed:

1. Type your name, degree, major and date of graduation, on the reference forms.
2. Hand deliver each reference form with a return envelope to persons designated.
3. When reference forms are given to persons outside of the University, postage stamps should be added to the return envelopes.

IMPORTANT NOTE FOR STUDENT TEACHERS:

Reference forms should not be given to cooperating teachers or faculty supervisors. They have their own forms, which will become a part of your placement folder.

When filling out a job application form, you may list references (when requested) in the following manner: Reference files may be obtained from:

Graduate Placement
Academic Career Planning and Placement Office
New Jersey City University
2039 Kennedy Boulevard
Jersey City, New Jersey 07305

You may follow this procedure when you apply for any position, whether the University refers you or you apply yourself.

When a registrant secures a position without the assistance of the Academic Career Planning and Placement Office, school systems and/or companies often call or write for his/her credentials. We try to be as helpful as possible, but if a student or alumnus has not been registered with us, there is little we can do. So, please fill out all your credentials.