Human Resources

Important Notice to Applicants

Disability Accommodation Available for Applicants

I understand that if I require an accommodation for a disability so that I may participate in the selection process I am encouraged to contact the office of Workforce Policy and Labor Relations at (607) 254-7232, or via email at: equalopportunity@cornell.edu.

Please note: If you have a hearing impairment that requires relay assistance during any part of the hiring process, please call 711 to be connected to a Telecommunication Relay Service within your local area. There is no charge to use this service.

Equal Opportunity/Affirmative Action Employer and Educator

Cornell University is an Equal Opportunity/Affirmative Action Employer and Educator Cornell University is an academic community committed to diversity, inclusiveness and a welcoming environment for its faculty, staff, and students. Consistent with this commitment, qualified individuals are considered for employment and employees are treated during employment without regard to any legally protected status, including age, race, creed, color, ex-offender status, national origin, citizenship, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, marital status, domestic violence victim status, or protected veteran status. I understand that if I become employed at Cornell University it is the University's expectation that I will comply with all anti-discrimination laws and support the University's commitment to diversity and inclusion. If you’d like more information about your EEO rights as an applicant under the law, view:

- eeoc.gov Equal Employment Opportunity is the Law
- dol.gov "EEO is the Law" Poster Supplement

Application Fraud & Misrepresentation

I certify that all statements (verbal and written) made on any and all material collected during the hiring process are true, complete and accurate and I understand that
misrepresentation or omission of facts called for in the employment application, resume, interview process or other application material may prohibit consideration for employment at Cornell University and is cause for immediate termination if employed. In addition, I certify that my conduct and performance in current or past employment, has been in accordance with policies, procedures, laws and regulations.

**Reference and Background Checking**

Applying for a specific job authorizes Cornell University to contact any of your schools, your current* and former employers, or other references for the purpose of verifying information and/or obtaining an account of your education, work experience and skills. By applying for a job you agree to hold any and all of your reference sources harmless and free of any liability for releasing such information. Please note that for some positions a more extensive background check is part of the employment decision making process and you will need to sign any necessary disclosure and release forms including, but not limited to, a "Disclosure and Release of Information Authorization" form as part of the hiring process. (* Please note that the point at which your prospective hiring supervisor will contact your employer may vary; however, this is most commonly done on a pre-employment basis usually after the initial interview. This practice is rarely performed on a pre-interview basis. If you have concerns about having your current employer contacted, please communicate those concerns to the person who conducts your initial interview to determine what, if any, alternatives exist.)

**Employment Eligibility Verification**

All offers of employment by Cornell University are contingent on the provision of satisfactory proof of your identity and legal authority to work in the United States. Prior to or on your first day of employment, you must comply with the requirements of the Immigration and Naturalization Service’s Employment Eligibility Verification (I-9 Form).

**Post Offer, Pre-Employment Medical Examination/Immunization(s)**

For some positions, after an offer of employment is made, a pre-employment medical examination or immunization(s) may be required by the hiring department as a condition of employment only if it is relevant to the job. These examinations are arranged by and at the expense of the hiring department and may be performed by a university physician. If a pre-employment medical examination or immunization(s) is required, it will be stated in the recruitment advertising. By applying for a specific job, you acknowledge your understanding and agreement that failure to successfully complete a required post-offer, pre-employment medical examination or immunization(s) will result in Cornell University rescinding the employment offer or terminating your employment.
Offers of Employment

Please be advised that Cornell University will not be bound by offers or conditions of employment other than those made in official offer letters.

Pay Transparency Act

As a federal contractor we have the requirement to comply with pay transparency rules. As an applicant you have rights under the Pay Transparency Act. For more information visit our Pay Transparency Policy Statement.