



Abraham Lincoln	International	New Utrecht	Spring Creek Community
Brooklyn Frontiers	It Takes a Village	New Visions AMS III	Sports Management
Brooklyn Studio	James Madison	New Visions HUM III	Susan E. Wagner
Channel View	John Dewey	New York Harbor	Staten Island Technical
Clara Barton	Kurt Hahn	Origins	Telecommunication
Cultural Academy	Leaders	Port Richmond	Tottenville
Curtis	Life Academy	Rachel Carson	UFT Charter
Edward R. Murrow	Leon M. Goldstein	Ralph McKee	
Fort Hamilton	Michael J. Petridis	Rockaway Collegiate	
Franklin D. Roosevelt	New Dorp	Rockaway Park	

Dear Prospective Applicant:

Thank you for your interest in the College Now program. Employment in the program is based on criteria established under the by-laws of the City University of New York (CUNY). Please be sure you have read the official posting notice and that you meet the minimum requirement of a bachelor's degree (a master's degree is preferred) and a minimum of three years teaching experience. You are advised to review the syllabus throughout before applying for the position. A copy of the course syllabus is available from your school's Program Coordinator or at the College Now website, <https://www.kbcc.cuny.edu/CollegeNow/syllabus/index.html>.

All applicants must submit the documents listed below. All forms are to be completed in their entirety in a clear and legible manner and must be returned to the College Now Program Coordinator at your school by the deadline date indicated on the official CUNY Vacancy Notice.

1. A Kingsborough Community College Application (enclosed) must be dated and signed on page two (2) and page eight (8). In addition, a Curriculum Vitae form (enclosed) must be dated and signed on page three (3). A copy of the two forms may also be obtained as follows: <https://www.kbcc.cuny.edu/collegenow/humanresourcesform.html>.
2. A Personal Resume
3. A one to two-page personal statement (double-spaced) as to why you feel you are qualified to this the course. Please refer to specific areas listed in the syllabus. You may include information about yourself and/or your experience that may not be readily apparent in the preceding documents.
4. Three (3) letters of recommendation. These must be in original form and signed and dated within two years of the application date. At least one letter must be from someone with direct knowledge of your ability to teach in the discipline for which you are applying.
5. Official college transcripts from the institutions where you earned degrees. Transcripts of credits earned in programs beyond the highest degree will also be accepted. You may submit student copies in order to start the application process, but originals (or official copies) must be on file in order to complete the hiring process if you are approved. Please contact the appropriate institutions as soon as possible, as it often takes several weeks for transcripts to be forwarded.





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All Official transcripts and/or letters of recommendations should be addressed to:

Ms. Erika Delacruz, Academic Director of College Now
Office of Collaborative Programs, F102
Kingsborough Community College
2001 Oriental Boulevard
Brooklyn, New York 11235

If you are working for the Department of Education with INS authorization, please bring this situation to the attention of the College Now Program Coordinator in your school before you file an application. You must provide documentary evidence that you are approved to work for the City University of New York, as well as the Department of Education. In order for us to verify eligibility to work for the college, your Program Coordinator must contact us and send or fax a copy of your INS authorization or USIA Exchange Visitor Status. The Program Coordinator will inform you of the college's decision as to whether you may apply for the posted vacancy.

Upon receipt of your documentation, we will forward the material to the appropriate department here at the college. After it has been reviewed, you will be notified concerning an interview.

If you have any questions regarding the application process, feel free to contact me at 718-368-5170 or by email at edelacruz@kbcc.cuny.edu.

Sincerely,

Erika Delacruz

Erika Delacruz, Academic Program Director



Office of Collaborative Programs, F102

2001 Oriental Boulevard | Brooklyn, New York 11235 |
Telephone 718-368-5170 | Fax 718-368-5377
A College of The City University of New York
www.collegenowlive.com or follow us on Facebook @ collegenowlive
Please follow us @collegenowlivekcc on Instagram

