



HR Use Only
ID: _____

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 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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ID:	_____
Department #	_____
Grant #	_____

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.

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