

Date: _____

Employment Application:

Applicant Information: Name (Last, First, Middle): _____ Address: _____ City/Town: _____ Phone (Work): () _____ (Home): () _____ Social Security Number: _____ - _____ - _____

Position applied for: _____

Have you ever applied to the Boro of Woodbury Heights before: _____ Yes _____ No

If yes, give date _____

Date you can start: _____ Salary desired: _____

Are you available to work: _____ Full time _____ Part time _____ Shift work _____ Temporary

Are you currently employed: _____ Yes _____ No May we contact you at work: _____ Yes _____ No

May we contact your current employer: _____ Yes _____ No

Are you currently on layoff status and subject to recall: _____ Yes _____ No

Do you possess a current driver's license: _____ Yes _____ No

Do you possess a current commercial driver's license: _____ Yes _____ No

Please list any endorsements: _____

If you are under eighteen years of age, can you provide proof of eligibility to work: _____ Yes _____ No

Are you legally eligible to work in the United States of America: _____ Yes _____ No

Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

Have you ever plead guilty or been found guilty of a crime; disorderly persons offense; or a municipal ordinance involving moral turpitude: _____ Yes _____ No

Employment is conditional upon the results of the criminal background check. An answer of "Yes" may disqualify you from employment depending upon the circumstances involved. If "Yes", please explain below.

Equal Opportunity Employer M/F

Education: Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business, or Trade.

School:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
Elementary:	5 6 7 8	Yes No	N/A
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

Languages: List any foreign languages you know and indicate your level of proficiency.

Language:	Speak Some:	Speak Fluently:	Read:	Write:

Special Skills & Experience: State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

Comments & Additional Information: Is there any additional information about you we should consider?

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST)

Name and address of present or last employer

Starting Date

Month

Year

Leaving Date

Month

Year

Weekly Starting Salary

Weekly Final Salary

Job Title

May we contact your Supervisor?

Name and title of Supervisor

Phone No.

Description of work

Reason for leaving

Name and address of prior employer

Starting Date

Month

Year

Leaving Date

Month

Year

Weekly Starting Salary

Weekly Final Salary

Job Title

May we contact your Supervisor?

Name and title of Supervisor

Phone No.

Description of work

Reason for leaving

Name and address of prior employer

Starting Date

Month

Year

Leaving Date

Month

Year

Weekly Starting Salary

Weekly Final Salary

Job Title

May we contact your Supervisor?

Name and title of Supervisor

Phone No.

Description of work

Reason for leaving

REFERENCES: Give below the names of three persons not related to you, whom you have know at least one year

Name	Address	Business	Years acquainted

SERVICE RECORD

Branch of Service

Discharge Date
Rank

Present membership in
National Guard or Reserves

Date
obligation ends

References: Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address	Phone Number	Years Known:

Understandings and Agreements:

As an applicant for a position with the Boro of Woodbury Heights, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Boro of Woodbury Heights later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Boro of Woodbury Heights the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the Boro of Woodbury Heights the right to secure additional job-related information about me. I release the Boro of Woodbury Heights and its representatives from all liability for seeking such information. I understand that the Boro of Woodbury Heights is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Boro of Woodbury Heights will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that the Boro of Woodbury Heights may terminate me at any time in accordance with its established policies and procedures. No representatives of the Boro of Woodbury Heights may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks.

Applicant's Signature _____ Date _____

Conditions of Employment:

Please be advised that all offers of employment are conditional on the applicant passing a mandatory criminal background check and drug test. A pre-employment physical may also be required. Pursuant to our personnel policy, all job applicants are required to sign a consent form for drug testing and if the test results are positive and are not accounted for by the legal use of prescription or non-prescription drugs, the applicant shall be ineligible for hire unless they can establish a legal basis for the use of the drug or controlled substance for which they test positive.

For your application to be considered, you must sign and date below.

Applicant's Signature _____ Date _____