



## BOROUGH OF WESTVILLE EMPLOYMENT APPLICATION:

(Please **PRINT**)

Date of Application \_\_\_\_\_

Social Security # \_\_\_\_\_

Home Telephone # \_\_\_\_\_

NAME \_\_\_\_\_  
Last First Middle Initial

PRESENT ADDRESS \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_

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### TO APPLICANT:

**READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS IN THIS AREA.** *The Borough of Westville provides equal employment opportunities without regard to race, religion, color, national origin, sex, age, ancestry, disability, Veterans of the Vietnam Era status, or any other basis that would be in violation of any application law.*

POSITION APPLYING FOR: \_\_\_\_\_

Have you ever applied to the Borough of Westville 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

Are you over the age of 21 and under a bona fide mandatory retirement age? If no, hire is subject to verification that you are of minimum legal age.  Yes  No

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

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

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

Are you legally eligible to work in the USA: \_\_\_\_ Yes \_\_\_\_ No

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

Have you ever been bonded? \_\_\_\_\_ If yes, on what jobs? \_\_\_\_\_

Have you ever pleaded guilty or been found guilty of a crime or disorderly persons offense \_\_\_\_ 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.

List any friends or relative working for us:

\_\_\_\_\_

\_\_\_\_\_

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with the Borough? \_\_\_\_\_

\_\_\_\_\_

Does applicant have any physical disability, which would prevent him/her from satisfactorily performing the job? \_\_ Yes \_\_ No If yes, describe such disability(s) and specific work limitations:

\_\_\_\_\_

Have you had a major illness in the past 5 years? \_\_\_\_\_ If yes, describe \_\_\_\_\_

\_\_\_\_\_

Have you received compensation for injuries? Yes \_\_\_ No \_\_\_ If yes, describe \_\_\_\_\_

\_\_\_\_\_

**Employment History: THIS SECTION MUST BE COMPLETED** even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page.

Employer:	Date started:	Work performed responsibilities:
Address:	Date left:	
Job Title:	Starting Salary:	
Reason for leaving:		
Supervisor's name and phone number:		
<i>May we contact for a reference: ___Yes ___No</i>		
Employer:	Date started:	Work performed responsibilities:
Address:	Date left:	
Job Title:	Starting Salary:	
Reason for leaving:		
Supervisor's name and phone number:		
<i>May we contact for a reference: ___Yes ___No</i>		
Employer:	Date started:	Work performed responsibilities:
Address:	Date left:	
Job Title:	Starting Salary:	
Reason for leaving:		
Supervisor's name and phone number:		
<i>May we contact for a reference: ___Yes ___No</i>		
Employer:	Date started:	Work performed responsibilities:
Address:	Date left:	
Job Title:	Starting Salary:	
Reason for leaving:		
Supervisor's name and phone number:		
<i>May we contact for a reference: ___Yes ___No</i>		

**Comments:**

**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)	Major Field:
High:	1 2 3 4	
College:	1 2 3 4	
Other:	1 2 3 4	

**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?

**MILITARY SERVICE RECORD**

Were you in U.S. Armed Forces? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what Branch? \_\_\_\_\_  
 Dates of duty: From \_\_\_\_\_ To \_\_\_\_\_ Rank at discharge \_\_\_\_\_  
 List duties in the Service including special raining \_\_\_\_\_

Have you taken any training under the G.I. Bill of Rights? \_\_\_\_\_ If yes, what training did you take? \_\_\_\_\_

**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 Borough of Westville, 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 Borough of Westville later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Borough of Westville 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 Borough of Westville the right to secure additional job-related information about me. I release the Borough of Westville and its representatives from all liability for seeking such information. I understand that the Borough of Westville is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough of Westville 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 Borough of Westville may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough of Westville 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. *For your application to be considered, you must sign and date below.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Voluntary Affirmative Action Information

You are NOT required to provide this information. Provide only if you wish.

If you provide information on this page, it will be filed separately from the job application. This information will be used only for purposes of the affirmative action program

### Applicant Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/town: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Position Applied For: \_\_\_\_\_

### How did you learn about this position?

Advertisement     Employment Agency     Friend     Relative     Walk-in

Other  Explain): \_\_\_\_\_

### Information Regarding Status:

Gender:

\_\_\_\_ Male

\_\_\_\_ Female

Equal Employment Opportunity identification groups:

\_\_\_\_ White

\_\_\_\_ African-American (non-Hispanic)

\_\_\_\_ Hispanic

\_\_\_\_ American Indian/Alaskan native

\_\_\_\_ Asian/Pacific Islander

\_\_\_\_ Other \_\_\_\_\_

Other protected Groups:

\_\_\_\_ Individual with a disability

\_\_\_\_ Vietnam-era veteran (served between 1964 and 1975)

\_\_\_\_ Disabled veteran

**For Borough of Westville use ONLY:**

Hired:   Yes     No   Position \_\_\_\_\_ Date \_\_\_\_\_

Which EEO job classification best describes the position for which the applicant applied?

- 1. Officials and Managers
- 2. Sales workers
- 3. Operators(semi-skilled)
- 4. Professionals
- 5. Office and clerical workers
- 6. Laborers (unskilled)
- 7. Technicians
- 8. Craft workers (skilled)
- 9. Service workers

*Borough of Westville Official* \_\_\_\_\_

*Date* \_\_\_\_\_

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

Position \_\_\_\_\_

Will Report

Salary/Wages

## DIVISION ON CIVIL RIGHTS GUIDE ON PRE-EMPLOYMENT INQUIRIES

Category	It is discriminatory to inquire about:	Some examples of acceptable inquiries:
Name	<ul style="list-style-type: none"> <li>a) The fact of a change of name or the original name of an applicant whose name has been legally changed</li> <li>b) Maiden name</li> </ul>	Whether or not the applicant has ever worked under another name or was the applicant educated under another name. (Allowable only when the data is needed to verify the applicant's qualifications)
Birthplace and Residence	<ul style="list-style-type: none"> <li>a) Birthplace of applicant</li> <li>b) Birthplace of applicant's parents</li> <li>c) Requirement that applicant submit birth certificate, naturalization or baptismal record</li> <li>d) Own home, rent, board or live with parents</li> <li>e) Citizenship</li> </ul>	<ul style="list-style-type: none"> <li>a) Are you in the United States on a visa, which prohibits you from working here?</li> <li>b) Are you either a US citizen or a permanent resident alien?</li> </ul>
Creed and Religion	<ul style="list-style-type: none"> <li>a) Applicant's religious affiliation</li> <li>b) Church, parish, or religious holidays observed by applicant</li> </ul>	
Race or Color	<ul style="list-style-type: none"> <li>a) Applicant's race</li> <li>b) Color of applicant's skin, eyes, hair, etc.</li> <li>c) Driver's license number</li> </ul>	
Photographs	<ul style="list-style-type: none"> <li>a) Photographs with application</li> <li>b) Photographs after interview, but before a hiring</li> </ul>	
Age	<ul style="list-style-type: none"> <li>a) Date of birth or age of applicant</li> <li>b) Age specifications, limitations, or implications in a newspaper advertisement which might bar workers under or over a certain age</li> <li>c) Driver's license number</li> </ul>	Applicant may be asked if he/she is over the minimum legal age and under a bona fide mandatory retirement age
Language	<ul style="list-style-type: none"> <li>a) Applicant's mother tongue</li> <li>b) Language commonly used by applicant at home</li> <li>c) How the applicant acquired ability to read, write, or speak a foreign language</li> </ul>	Language applicant speaks and/or writes fluently (only if job related)
Relatives	Name and/or address of any relative of the applicant	Name and address of person to be notified in case of accident or emergency
Military Experience	<ul style="list-style-type: none"> <li>a) Applicant's military experience in other than United States Armed Forces</li> <li>b) National Guard or Reserve Units of applicant</li> <li>c) Draft classification or other eligibility for military service</li> <li>d) Applicant's whereabouts during periods of armed conflict</li> <li>e) Dates, conditions and type of discharge</li> </ul>	<ul style="list-style-type: none"> <li>a) Military experience of applicant in Armed Forces of United States only when used for employment history</li> <li>b) Whether applicant has received any notice to report for duty in Armed Forces</li> </ul>

Category	It is discriminatory to inquire about:	Some examples of acceptable inquiries:
<b>Organizations</b>	Any clubs, social fraternities, sororities, societies, lodges, or organizations to which the applicant belongs	Membership in a union, professional or trade organization
<b>References</b>	The name of applicant's pastor or religious leader	Names of persons willing to provide professional and/or character references for applicant
<b>Sex and Marital Status</b>	a) Sex or marital status or any questions which would be used to determine same b) Number of dependents, number of children c) Spouse's occupation	
<b>Arrest and Conviction Record</b>	The number and kind of arrests of an applicant	Convictions which bear a relationship to the job
<b>Height and Weight</b>	Any inquiry into height or weight of applicant	
<b>Physical Disabilities</b>	Any inquiry as to physical disability, which has no direct bearing on satisfactory performance of the specific job in question. (For example, questions as to the mobility of a person without the use of his or her legs, when the job in questions involves working in a stationary position.)	Does applicant have any physical disability, which would prevent him or her from satisfactorily performing the job? (For example, questions concerning hearing impairment are acceptable on applications for a telephone operation position.)
<b>Education</b>	Whether or not the applicant is a high school graduate	a) Show highest grade completed b) Detail your educational background