

# APPLICATION FOR EMPLOYMENT

## Borough of Westville

165 Broadway, Westville, NJ 08093



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

*(Please Print)*

Position(s) Applied For

Date of Application

How Did You Learn About Us?

- Advertisement     
  Relative     
  Facebook  
 Web Site     
  Friend     
  Other: \_\_\_\_\_

Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number(s)		Social Security Number	

Best time to contact you is: .....:.....AM/PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? .....  Yes  No

Have you ever filed an application with us before? .....  Yes  No  
 If yes, give date \_\_\_\_\_

Have you ever been employed with us before? .....  Yes  No  
 If yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here? .....  Yes  No

Are you currently employed?.....  Yes  No

May we contact your present employer?.....  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status  
*(Proof of citizenship or immigration status will be required upon employment)* .....  Yes  No

Date available for work \_\_\_/\_\_\_/\_\_\_      What is your desired salary range? \_\_\_\_\_

Are you available to work: \_\_\_ Full- Time (please indicate 1, 2, 3 shift) \_\_\_\_\_  
 \_\_\_ Part-Time (please indicate \_\_\_ Mornings \_\_\_ Afternoons \_\_\_ Evenings)  
 \_\_\_ Temporary (please indicate dates available (\_\_\_\_\_ to \_\_\_\_\_))

Are you currently on "lay-off" status and subject to recall? .....  Yes  No

Can you travel if a job requires it? .....  Yes  No

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# Application For Employment

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School				
College				
Other (Specify)				

**Describe any specialized training, apprenticeship, skills and extra curricular activities.**

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**Describe any job-related training received in the United States military.**

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# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

<b>1.</b>	Employer	<b>Dates Employed</b>		<b>Work Performed</b>
		From	To	
	Address			
	City, State	Telephone Number		
	Job Title	Supervisor		
Reason for Leaving				
<b>2.</b>	Employer	<b>Dates Employed</b>		<b>Work Performed</b>
		From	To	
	Address			
	City, State	Telephone Number		
	Job Title	Supervisor		
Reason for Leaving				
<b>3.</b>	Employer	<b>Dates Employed</b>		<b>Work Performed</b>
		From	To	
	Address			
	City, State	Telephone Number		
	Job Title	Supervisor		
Reason for Leaving				
<b>4.</b>	Employer	<b>Dates Employed</b>		<b>Work Performed</b>
		From	To	
	Address			
	City, State	Telephone Number		
	Job Title	Supervisor		
Reason for Leaving				

**If you need additional space, please continue on a separate sheet of paper.**

List professional, trade, business, or civic activities and offices held.

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*


# Additional Information

## Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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## **Specialized Skills (List Skills/Equipment Operated) e.g. CDL license or SLEO II**

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*State any additional information you feel may be helpful to us in considering your application.*

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Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.  Yes  No

## References

1.	_____ (Name)	_____ (Phone#)
	_____ (Address)	
2.	_____ (Name)	_____ (Phone#)
	_____ (Address)	
3.	_____ (Name)	_____ (Phone#)
	_____ (Address)	

# Applicant's Statement

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## For Borough of Westville Use Only

Arrange Interview: Yes No

Remarks: \_\_\_\_\_

\_\_\_\_\_  
Interviewer

\_\_\_\_\_  
Date

Employed: Yes No

Date of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Rate/  
Salary: \_\_\_\_\_ Department: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

Position(s) Applied For Is Open: Yes No

Position(s) Considered For: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

