

NEPTUNE TOWNSHIP

Application for Employment

Date ____ / ____ / ____

Remains in effect for a period of 90 days. To be considered for employment beyond this time you must re-apply in writing. Using ink, answer all questions: Do not indicate "See Resume," or include any information not requested.

PERSONAL DATA

Last Name		First Name		Middle Initial
Address	Street	City	State	Zip
Telephone Number(s):	Best: () - Other: () -	Email Address:		
How did you learn about us?				
☐ Walk-in	☐ College/Recruiting	☐ Other: _____		
☐ Advertisement	☐ Friend	☐ Employee: _____		
☐ Employment/Search Agency				

TYPE OF WORK DESIRED

Position Applied For: _____
Identify your long-range goal and the work environment you are looking for: _____

Acceptable beginning hourly rate / salary: \$ _____

GENERAL INFORMATION

- Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary Hours Available _____
 - On what date would you be available for work? ____ / ____ / ____
 - Can you furnish proof of your legal right to work in the United States? ☐ Yes ☐ No
Proof of citizenship or immigration status will be required upon employment, along with an I-9 form.
 - If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No
 - Have you ever been employed with NEPTUNE TOWNSHIP? ☐ Yes ☐ No
If yes, give dates of employment and reason for leaving: ____ / ____ / ____ to ____ / ____ / ____
 - Are you currently employed? ☐ Yes ☐ No
 - Do you have a valid NJ Driver's License? ☐ Yes ☐ No _____
(Please provide a copy) NJ Driver's License # _____
 - Do you have a valid NJ Commercial Driver's License? (CDL) ☐ Yes ☐ No
- _____
Class
- _____
Endorsements

MILITARY DATA

Branch of Service: _____ Dates of Service: (start) _____ (end) _____

Have you ever had any job-related training in the United States Military? ☐ Yes ☐ No

If yes, please describe: _____

SPECIAL SKILLS AND QUALIFICATIONS

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

HONORS AND ACTIVITIES

List all honors, civic, social, and professional activities during your school and professional careers. Omit those that indicate race, color, religion, age, sex, national origin, disability, veteran status, genetic information or union membership.

EMPLOYMENT DATA

(Begin with present or most recent position. In listing dates, give month and year.)

May we contact your current employer? ☐ Yes ☐ No

Employer:	Phone:	Work Performed
Address:		
City:	State:	Zip Code:
Job Title:	Supervisor:	
Dates Employed: (Start)	(End)	
Hourly Rate/Salary: (Start)	(End)	
Reason for leaving:		
Note: If break between jobs, please explain:		

Employer:	Phone:	Work Performed
Address:		
City:	State:	Zip Code:
Job Title:	Supervisor:	
Dates Employed: (Start)	(End)	
Hourly Rate/Salary: (Start)	(End)	
Reason for leaving:		
Note: If break between jobs, please explain:		

Employer:	Phone:	Work Performed
Address:		
City:	State:	Zip Code:
Job Title:	Supervisor:	
Dates Employed: (Start)	(End)	
Hourly Rate/Salary: (Start)	(End)	
Reason for leaving:		
Note: If break between jobs, please explain:		

Employer:	Phone:	Work Performed
Address:		
City:	State:	Zip Code:
Job Title:	Supervisor:	
Dates Employed: (Start)	(End)	
Hourly Rate/Salary: (Start)	(End)	
Reason for leaving:		
Note: If break between jobs, please explain:		

EQUAL OPPORTUNITY STATEMENT

NEPTUNE TOWNSHIP provides equal opportunity to all qualified persons, without regard to race, color, religion, age, sex, national origin, veteran status, disability, genetic information or other legally protected status.

CERTIFICATION AND AGREEMENT

As an applicant for employment with NEPTUNE TOWNSHIP,

- I understand that I will be considered to be an "Applicant" only if I have properly completed this application, designated a particular position that is open (or may come open within 90 days) and my background and qualifications meet NEPTUNE TOWNSHIP's requirements for such position.
- I certify that all information given on this application and accompanying documentation is true and correct.
- I understand that any misrepresentation or falsification of information or material omission will be cause for rejection of my application or for subsequent corrective action or termination of employment if discovered at a later date.
- I certify that I have and read and understand NEPTUNE TOWNSHIP's substance abuse policy and that my employment is contingent upon the results of a drug screening analysis for substance abuse. The results of such analysis may be grounds for disqualifying me or terminating my employment.
- If my application for employment is accepted, the effective date of my employment shall be the time I actually begin to work. If I am employed, I agree to comply with and be bound by NEPTUNE TOWNSHIP's policies, practices, safety, and health rules.
- I understand that my employment is not guaranteed for any term and that my employment may be terminated by the company or myself at anytime with or without cause. No management official is authorized to make any oral assurance or promise of continued employment.
- I hereby give NEPTUNE TOWNSHIP the right to make a thorough investigation of my past employment, education, and activities, and release from all liability all persons, companies, corporations and agencies supplying such information. I indemnify NEPTUNE TOWNSHIP against any liability that might result from making such investigation and acknowledge that the results of any such investigation may be grounds for disqualifying me or terminating my employment.

I have read and fully understand the contents of the Certification and Agreement section.

Digital Signature of Applicant (Type First and Last Name)

Date

Thank you for completing this application. We hope that you have been treated courteously and that your visit to NEPTUNE TOWNSHIP has been a pleasant one.

FOR HUMAN RESOURCES OFFICE USE ONLY:

Date Stamp

Interviewed by: _____

Database Updated: _____

Degree Verification: ☐ Yes ☐ No Date: _____

Reference Verification: _____

