

**Township of Little Egg Harbor
665 Radio Road
Little Egg Harbor, NJ 08087**

Application for Employment

	DATE: _____
NAME:	_____
	LAST NAME FIRST NAME MIDDLE INITIAL
ADDRESS:	_____
	STREET

	CITY STATE ZIP CODE
PHONE #:	(609) _____
How long have you resided at this address?:	_____
	Years Months

Position Applied For: _____

Date you can Start: _____ Salary Desired: _____

Are you currently employed?: Y / N

Can we contact you at work?: Y / N

May we contact your current employer?: Y / N

Have you ever worked for the Township of Little Egg Harbor in the past: Y / N

If so, please provide the following:

Dates of Employment: _____

Department: _____ Title: _____

Names of any employees who are related to you by blood or by marriage and work or have worked for the Township of Little Egg Harbor. _____

Do you have transportation to and from work? Y / N

Are you legally eligible to work in the United States of Americas? Y / N
Pursuant to Federal Law, proof of citizenship or immigration status will be required if you are hired

Have you ever pled “guilty” or “no contest”, or been convicted of a crime? Y / N

Have you ever pled “guilty” or “no contest”, or been convicted for “driving under the influence” or for “refusal to submit to a Breathalyzer examination”? Y / N

If you answer YES to one or both of the above questions, please explain in detail including relevant dates. (answering “YES” does not constitute an automatic bar to employment.)

Employment is conditional upon the results of a criminal background check

If the position for which you are applying involves operating a township vehicle of any kind please answer the following questions:

Do you have a valid New Jersey driver’s license?: Y / N CDL? Y / N

Are there currently any points assessed against your license? Y / N How many? _____

Driver’s License Number: _____

Have you held a driver’s license issued by another state? Y / N State: _____

Has your driving privilege been suspended or revoked in any state during the past 5 years? Y / N

If yes, please explain _____

Employment History: List your last five employers, major assignments within the same employer. Begin with the most recent, include military service and explain any gaps in employment in the space provided.

Employer: _____	Dates: _____ / _____ Start Left
Address: _____ _____	Phone # _____
Position Held: _____	Salary History: _____ / _____ Starting/Ending
Supervisor's Name: _____	
May we contact for a reference? <u>Y / N</u>	

Employer: _____	Dates: _____ / _____ Start Left
Address: _____ _____	Phone # _____
Position Held: _____	Salary History: _____ / _____ Starting/Ending
Supervisor's Name: _____	
May we contact for a reference? <u>Y / N</u>	

Employer: _____	Dates: _____ / _____ Start Left
Address: _____ _____	Phone # _____
Position Held: _____	Salary History: _____ / _____ Starting/Ending
Supervisor's Name: _____	
May we contact for a reference? <u>Y / N</u>	

Employment History Continued:

Employer: _____	Dates: _____ / _____
	Start Left
Address: _____	
_____	Phone # _____
Position Held: _____	Salary History: _____ / _____
	Starting/Ending
Supervisor's Name: _____	
May we contact for a reference? Y / N	

Employer: _____	Dates: _____ / _____
	Start Left
Address: _____	
_____	Phone # _____
Position Held: _____	Salary History: _____ / _____
	Starting/Ending
Supervisor's Name: _____	
May we contact for a reference? Y / N	

Explain Gaps in Employment:

Educational Background:

Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education.

School	Years Completed	Graduated (Circle)	Major Field
High School		<u>Y / N</u>	
College		<u>Y / N</u>	
Vocational		<u>Y / N</u>	
Other		<u>Y / N</u>	

References: Please provide the names, addresses and phone numbers of three people whom we may contact as a reference. These should **not** be family members, former supervisors, or other municipal employees.

Name & Address	Phone Number	Years Known

Understandings & Agreements:

As an applicant for a position with the Township of Little Egg Harbor, I certify that all the information I have provided to apply for and secure employment with the township is true, correct and complete. If hired, I understand that I may be separated from employment if the Township later discovers that the information on this form was incomplete, untrue or inaccurate.

I expressly authorize the Township of Little Egg Harbor to contact and obtain information from all personal and professional references, public agencies, licensing authorities and educational institutions to verify the accuracy of all information provided by me in the application. I hereby release the township and its representatives from liability and waive any and all rights and claims I may have regarding seeking such information.

I understand that the Township of Little Egg Harbor is an equal opportunity employer and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local state or federal law.

I understand that the Township will make reasonable accommodation as required by the Americans with Disabilities Act.

I further understand that the Township of Little Egg Harbor is a “civil service” jurisdiction and that employment may also be conditioned upon satisfactory completion of tests administered by the State of New Jersey, Department of Personnel.

I understand that if employed, I may resign at any time at any time and that the Township of Little Egg Harbor may terminate me at any time in accordance with its established policies and procedures.

This application does not constitute an agreement or contract for employment and no representatives of the Township may make any assurances to the contrary.

I further understand that final approval of employment with Little Egg Harbor Township may be conditioned upon satisfactory completion of a criminal history check, driving record(if applicable), post offer of an employment physical examination, drug and psychological test.

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 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.

Applicant’s Signature: _____ **Date:** _____

