

Township of Willingboro

APPLICATION FOR EMPLOYMENT

ALL INFORMATION ON THIS ENTIRE APPLICATION MUST BE COMPLETED OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

POSITION APPLIED FOR: _____

NAME: _____
(Last) (First) (Middle Initial)

CURRENT ADDRESS: _____
(Street) (City) (State) (Zip Code)

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

If you have lived at the above address less than 12 months, list previous address:

(Street) (City) (State) (Zip Code)

Are you legally authorized to accept employment in this country?: _____
(Proof of citizenship or immigration status will be required if employed by the Township)

If you are hired and you are under 18, can you furnish a work permit?: _____

Do you have a valid driver's license?: _____

What State issued this license?: _____

What is the license number?: _____

If yes, give dates and details of each conviction.

Have you served in the military?: _____

If yes, state the type of military discharge received. Please attach DD Form 214 if you are claiming veteran's preference under New Jersey Statutes.

(A less than honorable discharge is not an automatic exclusion to employment. The circumstances of the discharge will be considered in relation to the position for which you are applying.)

Date you can begin work?: _____

Are you able to work on varied shifts?: _____

Will you work overtime whenever scheduled?: _____

Can you work weekends?: _____

Will you accept part-time work?: _____

Will you accept temporary work?: _____

Special skills you possess (electrical, mechanical, clerical or technical):

If applying for an office or clerical position:

Typing: Approximate WPM _____ Shorthand: Approximate WPM _____

Business machines you can operate:

Do you hold any professional licenses or certifications?: _____

If yes, please list: _____

Education History

Highest Grade Completed (Circle) 8th 9th 10th 11th 12th Cert/Assoc

Bachelors Masters Ph.D M.D. J.D.

	Name of School(s)	Location	Year Graduated List Degree Received Or Year Completed
High School	_____	_____	_____
College	_____	_____	_____
Other	_____	_____	_____

Employment History (Current employment first)

Employer	Dates Employed	Title	Job Description
Name _____	From: _____	_____	_____
Address _____	To: _____	_____	_____
Supervisor _____	_____	_____	_____
Phone: () _____	_____	_____	_____
May we contact this employer? Yes No	Current Salary: _____	_____	_____
Reason for leaving?: _____			
Employer	Dates Employed	Title	Job Description
Name _____	From: _____	_____	_____
Address _____	To: _____	_____	_____
Supervisor _____	_____	_____	_____
Phone: () _____	_____	_____	_____
May we contact this employer? Yes No	Ending Salary: _____	_____	_____
Reason for leaving?: _____			

Employer	Dates Employed	Title	Job Description
Name _____	From: _____	_____	_____
Address _____	To: _____	_____	_____
Supervisor _____	_____	_____	_____
Phone: (_____) _____	_____	_____	_____
May we contact this employer? Yes No	Ending Salary: _____		
Reason for leaving?: _____			
Employer	Dates Employed	Title	Job Description
Name _____	From: _____	_____	_____
Address _____	To: _____	_____	_____
Supervisor _____	_____	_____	_____
Phone: (_____) _____	_____	_____	_____
May we contact this employer? Yes No	Ending Salary: _____		
Reason for leaving?: _____			

Please list the name, current address and phone number of three individuals that we may contact, (*not relatives or former employers*) who can provide a personal reference.

Name

Street

City

Phone Number

Name

Street

City

Phone Number

Name

Street

City

Phone Number

Please list the name, business address and phone number of three individuals that we may contact, who can provide professional references.

Name

Street

City

Phone Number

Name

Street

City

Phone Number

Name

Street

City

Phone Number

It is the policy of the Township of Willingboro to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, sexual orientation, handicap or disability.

APPLICATIONS ARE KEPT ON FILE FOR SIX MONTHS

Township of Willingboro

Employment Application Statement of Understanding

I hereby state that the information given by me in this application is true in all respects. I understand that if I am employed and the information is found to be false in any respect, I will be subject to dismissal without notice at any time. I hereby authorize my former employers to release information pertaining to my work record, my work habits, and my work performance while in their employ. I hereby authorize the individuals listed as personal references to release any personal information that may pertain to my work habits or work performance.

I understand and agree that any employee handbook which I may receive will not constitute an employment contract, but will merely be a gratuitous statement of the Township's current policies.

I understand that the Township may require applicants for employment to take a urinalysis or blood tests for drug and alcohol screening as part of a pre-employment physical, and psychological examination, and that any offer of employment with the Township is conditioned upon the results of my examination (including urinalysis or blood tests for drug or alcohol screens) being satisfactory.

Any and all applicants shall be subject to a police records check, fingerprinting and background check. (at the expense of the candidate)

I understand that if I am employed with the Township and I apply for a promotion I may be required to submit to a drug or alcohol screening. I also understand that if I hold a safety-sensitive position, as defined by State and Federal Statutes, I may be required to submit to periodic urinalysis or blood tests for drug or alcohol screening. Further, I understand that if I am involved in an on-the-job accident or if the Township has reasonable suspicion that I am under the influence of drugs or alcohol, I hereby authorize the release of the results of any physical examinations or drug tests required herein to the Township. I further understand that the Township may inspect all lockers and any bags (including purses or briefcases) or parcels brought into, or taken out of the Township facilities, and that my refusal to submit to a urinalysis, blood test, or search, when requested to do so, may result in the termination of my employment.

I UNDERSTAND AND AGREE THAT IF I AM OFFERED EMPLOYMENT BY THE TOWNSHIP, MY EMPLOYMENT WILL BE FOR NO DEFINITE TERM AND THAT EITHER I OR THE TOWNSHIP WILL HAVE THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, IN ACCORDANCE WITH STATE STATUTES AND TOWNSHIP POLICIES. I UNDERSTAND THAT EMPLOYMENT BY THE TOWNSHIP IS SUBJECT TO NEW JERSEY DIVISION OF CIVIL SERVICE STATUTES, RULES AND REGULATIONS. I ALSO UNDERSTAND THAT THIS STATUS CAN ONLY BE ALTERED BY A WRITTEN CONTRACT OF EMPLOYMENT WHICH IS SPECIFIC AS TO ALL MATERIAL TERMS AND IS SIGNED BY ME AND THE TOWNSHIP MANAGER OF THE TOWNSHIP OF WILLINGBORO.

(Date)

(Signature)