

Borough of Watchung

Borough Hall * 15 Mountain Blvd. * Watchung, NJ 07060

The Borough of Watchung welcomes all applicants. If you require some form of reasonable accommodation with respect to the application process or with respect to the job itself, please notify the office of the Borough Administrator at Borough Hall, telephone 908-756-0080.

Position for which you are applying: _____

How did you learn about the position? Advertisement__ Employment Agency__ Friend__ Relative__ Walk-in__

Other (Explain) _____

Applicant Information

Name (Last, First, Middle) _____

Address _____

City/Town _____

Phone (Work) () _____ (Home) () _____

Social Security # _____ - _____ - _____

Are you legally eligible to work in the United States of America? ____ Yes ____ No

(In accordance with Federal Law, proof of US Citizenship or immigration status will be required if you are hired.)

Give the name of any of your relatives (by blood or marriage) who currently work for the Borough of Watchung:

(Borough personnel policies place some limitations on hiring relatives. Your response to this question will help determine whether a conflict might exist.)

Date you can start _____ Salary desired _____

Are you currently employed? _____ May we contact you at work? ____ Yes ____ No

May we contact your current employer? ____ Yes ____ No

Have you ever applied to the Borough before? ____ Yes ____ No If yes, give date _____

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

Are you available to work: ____ Full time ____ Part time ____ Shift work ____ Temporary

Are you currently on "layoff" status and subject to recall? ____ Yes ____ No

Do you possess a current driver's license? ____ Yes ____ No Number _____

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

Have you ever plead guilty or been found guilty of a crime; disorderly persons offense; or a municipal ordinance involving moral turpitude? ____ Yes ____ No

(Employment is conditional upon the results of the criminal background check)

An answer of "YES" may disqualify an applicant from employment depending upon the circumstances involved.

If "Yes", please explain below.

Employment History *This section to be completed even if you attach a resume to your application.*

List your last four employers, major assignments within the same company, or volunteer efforts. 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 previous page.

Employer	Date started	Date left	Work performed/responsibilities
Address	Starting salary		
Job title	Final salary		
Reason for leaving			
Supervisor's name and phone #			May we contact for a reference? ____ Yes ____ No

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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 (Please Circle)	Graduated?	Major Field
Elementary	5 6 7 8	<input type="checkbox"/> yes <input type="checkbox"/> no	XXXXXXXXXXXXXXXXXXXX
High	1 2 3 4	<input type="checkbox"/> yes <input type="checkbox"/> no	
College	1 2 3 4	<input type="checkbox"/> yes <input type="checkbox"/> no	
Other	1 2 3 4	<input type="checkbox"/> yes <input type="checkbox"/> no	

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?

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 #	Years Known

Understandings and agreements

As an applicant for a position with the Borough of Watchung, 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 later discovers that information on this form was incomplete, untrue, or inaccurate.

I give the Borough of Watchung 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 the right to secure additional job-related information about me. I release the Borough of Watchung and its representatives from all liability for seeking such information.

I understand that the Borough of Watchung is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough 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 may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough 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 involving public safety, public works, and access to confidential information may also involve complete background and criminal checks.

X _____

Applicant's Signature

Date

Conditions of employment

Please be advised that all offers of employment are conditional on the applicant passing a mandatory physical examination, criminal background check and alcohol and drug test.

Pursuant to our personnel policy, all job applicants are required to sign a consent form for drug and alcohol testing and if the test 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 for a period of 12 months unless they can establish a legal basis for the use of the drug or controlled substance for which they test positive.

For your application to be considered, you must sign and date below.

Print Name

X _____

Applicant's Signature

Date

Voluntary affirmative action information

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

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

Position for which you are applying: _____

How did you learn about this position? Advertisement__Employment Agency__Friend__Relative__Walk-in__

Other (Explain)_____

Applicant information

Name _____

Address _____

City/town _____

Phone () _____

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

Vietman-era veteran (served between 1964 and 1975)

Disabled veteran

For Borough use only

Hired Yes No Position _____ Date _____

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

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

Borough Official _____ Date _____

This page for Borough use only !
Results of interview

Interviewer: _____

Date: _____ Time: _____

This page for Borough use only !

Reference and employment checks

Use the space below for notes of any conversation with applicant's references. Include nature of contact (phone, mail), date, name and title of contact, and comments.

Date: _____ Time: _____ Contact made by _____ phone _____ mail _____ other _____

Name: _____ Title: _____

Comments:

Date: _____ Time: _____ Contact made by _____ phone _____ mail _____ other _____

Name: _____ Title: _____

Comments:

Date: _____ Time: _____ Contact made by _____ phone _____ mail _____ other _____

Name: _____ Title: _____

Comments:

Disposition of application

____ Applicant Hired

____ Applicant referred to another department/agency for a different position

____ Application placed in administrator's file

____ Other action: _____

Official's signature _____ Date: _____