

Employment Application

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|---|------------|----------------|---|----|--|
| The Township of East Greenwich 159 Democrat Road Mickleton, NJ 08056 856-423-0654 An Equal-Opportunity Employer | | | Position applied for Other names under which you have worked | | |
| Last name | First name | Middle Initial | Social Security Number | | |
| Address | | | Phone Number (home/Cell) | | |
| Town, State, Zip | | | Phone (Work) | | |
| Use the bottom to explain any "YES" answer to a question with an asterisk (*) | | | YES | NO | |
| 1. Can you submit proof of your US citizenship or your legal right to work in the United States? | | | | | |
| 2. Do you have any relatives who work for Est Greenwich Township? * | | | | | |
| 3. Are you related to any member of the East Greenwich Township Committee? * | | | | | |
| 4. Have you been sentenced or placed on probation because you were convicted of a felony, misdemeanor, or court martial since your 18 th birthday? * (A "YES" answer does not necessarily disqualify you from employment. A "YES" answer will be evaluated on the basis of the job you apply for.) | | | | | |
| Use this space to explain any "YES" answers to questions with an asterisk (*). Use additional paper, if needed. | | | | | |

Instructions:

- Complete all parts of this application. Incomplete applications will not be accepted.
- You may submit supplemental material such as a resume, but you **MUST** provide all information on this form, including information about places and dates of employment.
- **Begin with your current or most recent position**, and go back at least ten years. Show all employers and explain any gaps in employment. Include all paid and unpaid experience you think qualifies you for this position. Use additional sheets, if needed to show full employment history.

| | | | |
|--------------------------------------|-------|---|--------------------------------|
| Dates of employment (month/year) | Title | Hrs/week | Starting rate: Ending rate: |
| Employer's name | | Employer's address (include town, state, Zip) | |
| Name & Title of immediate supervisor | | | Supervisor's Phone No. |
| May we contact supervisor? | YES | LATER | NO |
| Reason for leaving position | | | |

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|--|-------|---|--------------------------------|
| Dates of employment (month/year) | Title | Hrs/week | Starting rate: Ending rate: |
| Employer's name | | Employer's address (include town, state, Zip) | |
| Name & Title of immediate supervisor | | | Supervisor's Phone No. |
| May we contact supervisor? YES LATER NO | | | |
| Reason for leaving position | | | |
| Describe your duties: | | | |

| | | | |
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| Employer's name | | Employer's address (include town, state, Zip) | |
| Name & Title of immediate supervisor | | | Supervisor's Phone No. |
| May we contact supervisor? YES LATER NO | | | |
| Reason for leaving position | | | |
| Describe your duties: | | | |

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| Employer's name | | Employer's address (include town, state, Zip) | |
| Name & Title of immediate supervisor | | | Supervisor's Phone No. |
| May we contact supervisor? YES LATER NO | | | |
| Reason for leaving position | | | |
| Describe your duties: | | | |

| Education | | | | | |
|------------------------------------|---------------------|-------|----------------------|------------------------------------|----|
| Did you graduate from high school: | | YES | NO | If NO, do you have a GED? | |
| | | | | YES | NO |
| Colleges or Universities | City, State/Country | Major | Total Credits Earned | Degree received (AA, BS MBA, etc.) | |
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| Trade or other special schools | Name of course or training | Completed Satisfactory? | |
|--------------------------------|----------------------------|-------------------------|----|
| | | Yes | No |
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List any licenses or certificates that are related to the position you seek:

List any of your professional, trade, business, or civic activities that relate to the position you seek. (If you prefer, you do not need to list any activities that might indicate race, color, religion, gender, marital status, national origin, age or disability.)

Driver's License

If driving a car or other vehicle is required for this position, do you have a valid NJ driver's license? YES NO

If NO, do you have a license from another US state? YES NO Which state? _____

License restrictions, other than eyeglasses:

If a Commercial Driver's License is required for this position, do you possess a valid NJ CDL? YES NO

If YES, give # _____ and class of license _____

License restrictions, other than eyeglasses:

**Please read the following statements carefully before signing the application.
They affect your legal rights!**

I certify that all information I have provided on this application, and on any supplementary material submitted with this application, is true and correct. I hereby authorize the Township of East Greenwich to investigate the accuracy of this information, contacting any person or

organization as needed. I release the Township of East Greenwich and all persons and organizations from which it seeks information about me from all claims and liability arising out of the Township's investigation, or from supplying information about me.

I acknowledge that the Township may refuse to hire me if it discovers any false statement or incorrect or misleading information on this application or supplementary material. I further acknowledge that the Township may dismiss me immediately if it discovers, after hiring me, that there was any false statement or incorrect or misleading information on this application or supplementary material.

I understand that I must submit proof of US citizenship or the legal right to work in the US if I am hired; I also understand that I may be required to pass a pre-employment drug test, medical examination, and/or other tests relevant to the position I seek.

Applicant's signature: _____ **Date:** _____