

APPLICATION FOR EMPLOYMENT

NOTICE OF EQUAL EMPLOYMENT OPPORTUNITY: The Township of Tewksbury, in compliance with state and federal anti-discrimination laws, offers equal employment opportunity without regard to the applicant's race, color, religion, gender, age, national origin, disability, sexual or affectional orientation, veteran status, or marital status. The Township commitment to equal opportunity extends to all terms and conditions of employment. Please note, this application is considered to be inactive after six (6) months. To be considered beyond that time, re-application is required.

(PLEASE PRINT PLAINLY)

PERSONAL

Date _____ Driver's License # _____
(State and Number)

Name _____
Last First Middle

Social Security No. _____ Telephone No. _____

Address _____
No. Street City State Zip

Previous Address _____
No. Street City State Zip

Are you legally eligible for employment in the U.S.A.? Yes ___ No ___ If hired, you are required to submit proof of your eligibility to work in the U.S.A.

Are you over the age of eighteen? Yes ___ No ___ If no, hire is subject to verification that you are of minimum legal age.

Position(s) applied for _____

Were you previously employed by us? Yes ___ No ___ If yes, when? _____

If your application is considered favorably, on what date will you be available for work? _____

Do you have other job-related experience, skills, or qualifications that could be of benefit in performing the job for which you are applying?

Have you been convicted of a crime or entered a guilty plea in a criminal court? Yes ___ No ___

If "Yes", state the offense for which you were convicted or to which you pled guilty and the date and place of your conviction or plea:

Name of offense: _____

Date of conviction or plea: _____

Place of conviction or plea: _____

NOTE: This question seeks information about your criminal record, not your traffic offenses or civil litigation. Do not answer "Yes" if your conviction or plea has been pardoned, annulled, expunged, sealed, or impounded by the court. A criminal record does not disqualify you for employment, but will be considered in determining whether your background is appropriate for the particular position sought. You may, therefore, be required to provide additional information or agree to further investigation of your criminal record as a condition of employment.

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent

I Name and Address of Company and Type Of Business	From Mo.	To Yr.	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
Describe the work you did:						

Telephone _____

II Name and Address of Company and Type Of Business	From Mo.	To Yr.	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
Describe the work you did:						

Telephone _____

III Name and Address of Company and Type Of Business	From Mo.	To Yr.	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
Describe the work you did:						

Telephone _____

IV Name and Address of Company and Type Of Business	From Mo.	To Yr.	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
Describe the work you did:						

Telephone _____

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Circle Last Year Completed	Did You Graduate	List Diploma or Degree
Elementary	_____	_____	5 6 7 8	[] Yes [] No	
High	_____	_____	1 2 3 4	[] Yes [] No	
College	_____	_____	1 2 3 4	[] Yes [] No	
Other (Specify)	_____	_____	1 2 3 4	[] Yes [] No	

PERSONAL REFERENCES (Not former Employers or Relatives)

Name and Occupation

Address

Phone Number

May we telephone you to follow up on this application at home? Yes___ No___

If yes, what is the best time to call? _____

May we telephone you to follow up on this application at work? Yes___ No___

If yes, what is the best time to call? _____

What is your business telephone number? _____

PLEASE READ AND SIGN BELOW

I *represent* that the information provided in my application is true, complete and correct. I *acknowledge* that in the event the Township determines that the information I have provided is false, incomplete, or incorrect, my application will not be considered or, if already hired, I will be subject to immediate termination. I *acknowledge* that this application is not a contract of employment and does not obligate the Township in any way. I *agree* that, as a condition of being considered for employment, I will execute an Authorization for Release of Background information.

Signature of Applicant

*****FOR OFFICE USE ONLY*****

Applicant interviewed _____ Yes _____ No

If yes, Date of Interview _____

AUTHORIZATION FOR RELEASE OF
BACKGROUND INFORMATION

I, _____, hereby authorize the individuals I have listed as references and all of my former employers to furnish the Township of Tewksbury (the "Township") with information regarding my character, reputation, performance and disciplinary records, salary history, and any other information which the Township deems useful in reviewing my application for employment. I further authorize all educational institutions in which I have ever enrolled to release copies of my academic transcripts. I agree that the Township has no obligation to confirm or investigate any information provided by my references, former employers or any educational institution.

I hereby authorize the Township to request and review my Driving History Record in all states in which I have been licensed. (Please list state, license number, and whether it is a Commercial Drivers License).

I understand and agree that the Township may secure a copy of my credit history from a consumer-reporting agency. I understand that I will be provided notice in the event the Township engages a consumer reporting agency to prepare an investigative consumer report as defined by the Fair Credit Reporting Act. In the event I am denied employment in whole or in part because of my credit history, the Township will provide me with the name and address of the consumer-reporting agency responsible for providing my credit report.

I agree that if it is determined that I am otherwise qualified for the position for which I am applying, I will sign an Authorization permitting the Township to request a check of my criminal history pursuant to N.J.S.A. 53:1-20.6. I understand that in the event I am to be denied employment based on my criminal history, I will have an opportunity to review and challenge the accuracy of my criminal history records.

In order to facilitate a free and frank exchange of information, I hereby release all persons and institutions that provide information to the Township, and all individuals connected with them, from all liability whatsoever for furnishing such information.

A photostatic copy of this authorization may be used as if it were an original. This authorization shall lapse 90 days from the date signed below.

Signature _____ Date _____

Witness _____ Date _____

The following information will be used for identification and background check purposes only. Discrimination based on age is expressly prohibited by law.

Social Security # _____
Driver's License #(s) _____
Date of Birth _____
Mother's Maiden Name _____