



APPLICATION FOR EMPLOYMENT

BOROUGH OF EAST NEWARK
 34 Sherman Avenue
 East Newark, New Jersey 07029
 Phone (973) 481-2902 * Fax (973) 481-0627
www.boroughofeastnewark.com

FOR OFFICIAL USE ONLY	
Date Rec'd	
Department	
Interview	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date

APPLICANT INFORMATION

Full Name (First, Middle, Last)		Social Security #	
Present Address (Street, Town, State, Zip)			
Home Telephone #		Mobile Telephone #	E-Mail Address
Are you legally eligible for employment in the United States: <input type="checkbox"/> Yes <input type="checkbox"/> No		Drivers License Number: _____ State _____	
<small>(Proof of citizenship or authorization to work in the United States will be required upon hire.)</small>			
Position(s) applying for:			
Were you previously employed by us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____		If your application is considered favorably, on what date will you be available to start work? _____	
Do you have any skills or qualifications which will be of benefit in the position for which you are applying?			
Have you ever been convicted of an offense involving or touching on any prior public office, public position or public employment held by you? _____			
Is any member of your immediate family employed by the Borough of East Newark? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please name: _____			
Where you in the Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what branch? _____			
Dates of Duty: From: _____ to _____		Rank at discharge: _____	
If employed by the Borough of East Newark are you willing to take a physical exam?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you available to work on Saturdays, Sundays or evenings if required by your position?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

RECORD OF EDUCATION

	Elementary School	High School	College/University	Other
School Name				
Location				
Last Year Completed	5 6 7 8	9 10 11 12	1 2 3 4	
Did you graduate?	YES NO	YES NO	YES NO	YES NO
Specify Degree or Certification Received				

*Use this space to describe any internships, licenses, certifications or registrations that you possess which are related to the position for which you are applying.

What type of license(s), certification(s), and/or registration(s) do you hold?	What type of intership(s) have you completed?
In which state(s) do you hold the license(s), certification(s), and/or registration(s)?	Where was the intership(s) completed?
What was the original issue date of the license(s), certification(s), and/or registration(s)?	What were the dates of the intership(s)?
What is the date of your current license(s), certification(s), and/or registration(s)?	How many hours per week did you take part in the intership?
	Was it part of a college curriculum? YES NO

Employment History (start with your current or most recent job)			
Employer #1	Name of Company	Type of Business	
	Address	Telephone #	
	Job Title	Supervisor	
	Employment Dates	Starting/Ending Salary	/
	Work Performed		
	Reason for Leaving		

Employer #2	Name of Company	Type of Business	
	Address	Telephone #	
	Job Title	Supervisor	
	Employment Dates	Starting/Ending Salary	/
	Work Performed		
	Reason for Leaving		

Employer #3	Name of Company	Type of Business	
	Address	Telephone #	
	Job Title	Supervisor	
	Employment Dates	Starting/Ending Salary	/
	Work Performed		
	Reason for Leaving		

If there is a particular employer you do not wish us to contact, please indicate which one(s).	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
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Personal References (no former employers or relatives please)

Name	Address	Telephone #

The Borough of East Newark is an equal opportunity employer and may not discriminate on the basis of race, color, creed, national origin, ancestry, political affiliation, age, marital status, sex, civil union status, domestic partnership status, familial status, genetic information, refusal to submit to a genetic test or make available the results of a genetic test, atypical heredity cellular or blood trait, pregnancy or any other protected status, affectional or sexual orientation, physical or mental disability, liability for military service or handicap.
 All applicants offered a position with the Borough of East Newark must submit to a drug and alcohol test as a condition of employment.

Applicant's Statement

I hereby authorize the Borough of East Newark to contact, obtain and verify the accuracy of information contained in this application from all previous employers (except where I have indicated they may not be contacted), educational institutions and references. I also hereby release the Borough of East Newark and its representatives from all liability for seeking, gathering and using such information to make employment decisions and all other persons or organizations for providing such information.

I certify that the facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on the application may result in my dismissal. I further understand that this application is not nor is it intended to be a contract of employment, nor does this application obligate the Borough of East Newark in any way if the Borough decides to employ me.

Signature of Applicant: _____

Date: _____

FOR INTERVIEWER'S USE

INTERVIEWER _____	Date _____
COMMENTS _____	

REFERENCE CHECK

NAME	COMMENTS
_____	_____
_____	_____
_____	_____

FOR BOROUGH OF EAST NEWARK USE ONLY

(To be completed by Department Head, if applicant is hired)

Department: _____

Title/position for this new employee: _____

Starting Date: _____ Full-Time: _____ Part-Time: _____

Hours of Work: _____ Rate of Pay: _____

Signature of Department Head: _____