

EMPLOYMENT APPLICATION

Date _____

(Name) Last First Middle

(Address) City State Zip

(Phone) Home Cell Work (optional)

Email Address Social Security number

Position applying for: _____

Have you ever applied to the Borough of Leonia before: (circle one) YES . NO

If yes, give date: _____

Start date: _____ Desired Salary: _____

Are you available to work: (circle one) FULL PART SEASONAL/TEMPORARY

Are you currently employed: (circle one) YES NO

May we contact your current employer: (circle one) YES NO

May we contact you at work: (circle one) YES NO

Do you possess a current driver's license: YES NO

Do you possess a current CDL: YES NO

Please list any/all certifications: _____

(2) Employer: _____
Name

(Address) Street City State Zip

Job title: _____ Date started: _____

Reasons for leaving: _____

Work Performed/responsibilities: _____

Supervisors: _____
Name Phone Number

May we contact your Supervisor for references: (circle one) YES NO

Comments: _____

(3) Employer: _____
Name

(Address) Street City State Zip

Job title: _____ Date started: _____

Reasons for leaving: _____

Work Performed/responsibilities: _____

Supervisors: _____
Name Phone Number

May we contact your Supervisor for references: (circle one) YES NO

Comments: _____

Education: provide information on your formal schooling/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.

<u>School</u>	<u>Yrs. Completed</u> (circle one)	<u>Graduated</u> (circle one)		<u>Major/Field</u>
Elementary	5 6 7 8	YES	NO	N/A
High School	1 2 3 4	YES	NO	_____
College	1 2 3 4	YES	NO	_____
Other	1 2 3 4	YES	NO	_____

Languages: English (circle one) YES NO Other: _____

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/additions information: Is there any information about you we should consider?

References: Provide the names, addresses, and phone numbers of three people whom we may contact as references. They should not be relatives or former supervisors.

Name	Phone Number	Years known

Understanding and Agreements:

As an applicant for a position with the Borough of Leonia, I understand and agree that I must provide truthful and accurate information on 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 of Leonia later discovers that information on this form was incomplete, untrue or inaccurate. I give the Borough of Leonia the right to investigate the information I have provided, talk with former employees (except where I have indicated they may not be contacted). I give the Borough of Leonia the right to secure additional job-related information about me. I release the Borough of Leonia and its representatives from all liability for seeking such information. I understand that the Borough is an equal-opportunity employer and does not discriminate in its hiring practices. I understand the Borough of Leonia 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 of Leonia may terminate me at any time in accordance with established policies and procedures. No representatives of the Borough of Leonia may make any assurances to the contrary. I understand that any offer of employment may be subject to job related medical, physical, drug and or psychological tests. I also understand that all positions involve a complete background check and criminal checks and may be conditioned upon the results thereof.

Applicant's Signature

Date

Conditions of Employment:

Please be advised that all offers of employment are conditional on the applicant passing a mandatory criminal background check and drug test. A Pre-employment physical may also be required. Pursuant to the Borough's personnel policy, all job applicants are required to sign a consent form for drug 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 unless they can establish a legal basis for the use of the drug or controlled substance for which type test positive. ***In order for your application to be considered you must sign and date below.***

Applicant's Signature

Date

Voluntary Affirmative Action Information

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

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

Applicant information:

Name: _____

Address: _____

City/Town: _____

Phone(s): _____

Position Applied for: _____

How did you learn about this position? (Circle one)

Advertisement

Employment agency

Friend

Relative

Walk-in

Other (explain) _____

Gender: (circle one)

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

_____ Vietnam-era veteran (served between, 1964-1975)

_____ Disabled Veteran