

Application for Employment

Borough of Morris Plains
51 Jim Fear Drive
Morris Plains, NJ 07950



We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job-related medical condition or handicap, or any other legally protected status.

PLEASE PRINT

Position(s) Applied For	Date of Application
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How did you learn about us?

- | | | |
|--|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Friend | <input type="checkbox"/> Walk-In |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Relative | <input type="checkbox"/> Other: _____ |

Last Name	First Name	Middle Name
Address Number Street	City	State Zip Code
Telephone Number (s) Home	Cell	
Email Address	Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work? YES NO

Have you ever filed an application with us before? YES NO

If Yes, give date: _____

Have you ever been employed by us before? YES NO

If Yes, give date: _____

Are you currently employed? YES NO

May we contact your present employer? YES NO

Are you prevented from lawfully becoming employed in the country because of Visa or Immigration Status? YES NO

proof of citizenship or immigration will be required upon employment

What date would you be available for work? _____

Are you able to work: (please circle all that apply) Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? YES NO

Can you travel if the job requires it? YES NO

Education / Special Skills

	Elementary School						High School				Undergraduate College/University				Graduate Professional			
School Name and Location																		
Years/Grade Completed	3	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																		
Describe course of study																		
Describe any specialized training, apprenticeship skills and extra-curricular activities.																		
Describe any honors you have received.																		
State any additional information you feel may be helpful to us in considering your application																		

Indicate any foreign languages you can speak, read and/or write

	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business or civic activities and offices held. <i>You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status.</i>

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.
1. _____
2. _____
3. _____

Have you ever had any job related training in the United States Military? YES NO

If yes, please describe: _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying? YES NO

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)			
	Job Title			
	Reason for Leaving			
2	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)			
	Job Title			
	Reason for Leaving			
3	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)			
	Job Title			
	Reason for Leaving			
4	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)			
	Job Title			
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job related skills and qualifications acquired from employment or other experiences.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the employer.

_____ Date
Signature of Applicant

For Personnel Department Use Only

Arrange Interview YES NO

Remarks: _____

Interviewer Date

Employed YES NO Date of Employment: _____

Job Title: _____ Hourly Rate/Salary: _____ Department: _____

By: _____ Date
Name and Title

NOTES: _____

