



EMPLOYMENT APPLICATION

BOROUGH OF WALDWICK
63 FRANKLIN TURNPIKE
WALDWICK, NEW JERSEY 07463
201-652-5300 201-652-4143 (FAX)

POSITION FOR WHICH YOU ARE APPLYING: _____

APPLICANT INFORMATION

Name (Last,First,Middle): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (daytime): () _____ Phone (home): () _____

E-mail Address: _____

Are you legally eligible to work in the United States of America? Yes No
(In accordance with Federal Law, proof of eligibility for United States employment will be required if you are hired.)

Have you ever been employed by the Borough of Waldwick? Yes No

Give the name of any of your relatives (by blood or marriage) who currently works for the Borough of Waldwick: _____

Are you related to any member of the Waldwick Mayor and Council? Yes No
If yes, please give the name of the Council Member that you are related to: _____

EDUCATION

Did you graduate from high school? Yes No

If no, do you have a GED? Yes No

Colleges or Universities	City/State/County	Major	Total Earned Credits	Degree received (AA,BS,MBA, etc.)

Trade or Other Special Schools	Name of Course or Training	Completed Satisfactorily?	
		Yes	No
		Yes	No
		Yes	No

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, do not need to list any activities that might indicate race, color, religion, gender, marital status, national origin, age, or disability).

DRIVER'S LICENSE

Please list the state where you are licensed: _____

Driver's license #: _____

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: _____

List license restrictions other than eye glasses: _____

EMPLOYMENT HISTORY

Begin with your current or most recent position, and go back at least 10 years, if applicable. Show all employers and explain any gaps in employment. Include all paid and unpaid experience you think qualifies you for this position. Also include any military service. Use additional sheets, if needed, to show full employment history.

Dates of employment (month/year)	Title	Hrs/week	
Employer's name	Employer's address (include town, state, ZIP)		
Name & title of immediate supervisor		Supervisor's phone	
May we contact supervisor? <input type="checkbox"/> YES <input type="checkbox"/> LATER <input type="checkbox"/> NO			
Reason for leaving position			
Describe your duties:			

Dates of employment (month/year)	Title	Hrs/week	
Employer's name	Employer's address (include town, state, ZIP)		
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May we contact supervisor? <input type="checkbox"/> YES <input type="checkbox"/> LATER <input type="checkbox"/> NO			
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May we contact supervisor? <input type="checkbox"/> YES <input type="checkbox"/> LATER <input type="checkbox"/> NO			
Reason for leaving position			
Describe your duties:			

SPECIAL SKILLS & EXPERIENCE

List any special skills, computer knowledge, training, licenses, certifications, languages you speak/read/write, or other factors that make you especially qualified for the position you are applying.

COMMENTS & ADDITIONAL INFORMATION

Is there any additional information about you we should consider?

REFERENCES

Please provide the names and telephone numbers of three people whom we may contact. They should not be relatives or former supervisors. You may include coworkers and professional colleagues.

Name	Phone Number	Years Known

UNDERSTANDINGS & AGREEMENTS

As an applicant for a position with the Borough of Waldwick, I understand and agree that I must provide truthful and accurate information in this application and on any supplementary material submitted with 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 later discovers that information on the form was incomplete, untrue or inaccurate.

Authorization to Release Information: I give the Borough of Waldwick the right to investigate the information I have provided and to contact former employers (except where I have indicated they may not be contacted). I give the Borough the right to secure additional job-related information about me. I release the Borough of Waldwick, its representatives, and all persons and organizations from which it seeks information about me from all claims and liability arising out of the Borough’s investigation or from supplying accurate information about me. I release from all claims and liability anyone who provides the Borough of Waldwick with job-related information about me. I agree that a photocopy of this signed form may be used in place of the original.

I understand that the Borough of Waldwick is an equal-opportunity employer and does not discriminate in its hiring or other personnel practices. I understand that the Borough will make reasonable accommodations as required by Federal and/or State law.

I understand that, if employed, I will be an employee at will. Accordingly, I may resign at any time and the Borough may discharge me at any time for any reason or for no reason at all. No Borough representative may make any assurances to the contrary.

I understand that I must submit proof of U.S. citizenship or the legal right to work in the U.S. if I am hired. I also understand that I may be required to pass a pre-employment drug test, medical examination, physical examination, psychological test, and/or other tests relevant to the position I seek. I also understand that some positions involving public safety, public works, and access to confidential information may also involve complete background and criminal checks.

Applicant Signature: _____ **Date:** _____