

Township of *South Brunswick*

Municipal Building, PO Box 190
Monmouth Junction, NJ 08852-0190

Application for Employment AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H/ADA

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of non-job related medical condition or disability.

Date of Application _____

Name _____
Last First Middle

Address _____
Number Street City State Zip Code

Phone (home) (____) _____ Phone (cell) (____) _____

Social Security No. _____

E-mail Address _____

Position(s) applied for _____

Date you can start _____ Salary Desired _____

Have you filed an application here before? Yes No Date _____

Have you ever been employed here before? Yes No Date _____

Are you available to work? Full Time Part Time Seasonal

Are you legally eligible for employment in this country? Yes No
(Proof of U.S. citizenship or immigration status will be required upon employment)

If you are under 18, can you furnish a work permit? Yes No

Are you currently on "lay-off" status and subject to recall? Yes No

Do you have a valid N.J. driver's license? Yes No CDL Yes No

Are you related to any South Brunswick Township Employee? Yes No
If yes, who _____ Relationship _____

Employment Experience

List each job held. Start with your Present or Last job.

1.	Employer:	_____
	Address:	_____
	Job Title:	_____
	Supervisor:	_____
	Work Performed	_____

	Reason for leaving:	_____
	Dates:	From: _____ To: _____
	Hrly Rate/Salary:	Starting: _____ Final: _____
2.	Employer:	_____
	Address:	_____
	Job Title:	_____
	Work Performed	_____

	Supervisor:	_____
	Reason for leaving:	_____
	Dates:	From: _____ To: _____
	Hrly Rate/Salary:	Starting: _____ Final: _____
3.	Employer:	_____
	Address:	_____
	Job Title:	_____
	Work Performed	_____

	Supervisor:	_____
	Reason for leaving:	_____
	Dates:	From: _____ To: _____
	Hrly Rate/Salary:	Starting: _____ Final: _____
4.	Employer:	_____
	Address:	_____
	Job Title:	_____
	Work Performed	_____

	Supervisor:	_____
	Reason for leaving:	_____
	Dates:	From: _____ To: _____
	Hrly Rate/Salary:	Starting: _____ Final: _____

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

Summarize special skills, specialized training and apprenticeships acquired from employment or other experience that will aid you in performing in this position.

Typing Speed: ____ Steno Speed: ____

Computer program(s):

List membership in all Union, Professional or Trade Organizations

Education

	<u>Name/Address of School</u>	<u>Highest Grade Attained</u>	<u>Major Area of Study</u>
<u>Grammar School</u>	_____ _____	_____	_____
<u>High School</u>	_____ _____	_____	_____
<u>College</u>	_____ _____	_____	_____
<u>Trade, Business, Graduate or Correspondence School</u>	_____ _____	_____	_____
<u>Branch of Service</u>	_____	<u>Highest Rank</u>	<u>Military Specialty</u>

Give name, address and phone number of three persons not related to you willing to provide professional and/or character references:

In Emergency notify:

(name) (address)

(city) (state) (zip) (phone) (indicate home or cell))

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for my employment as may be necessary in arriving at an employment decision. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand that my employment is contingent upon a satisfactory physical examination which may include a drug screening and the successful completion of the probation period.

In consideration of my employment, I agree that my employment and compensation could be terminated with or without cause and with or without notice at any time, at the option of either the employer or myself. It is expressly understood that my employment with South Brunswick Township is at will.

If no position is available, do you want this application kept in our file for future employment opportunities? Yes No

Date: _____ Signature: _____

If you have any questions, please call the Personnel Office at 732-329-4000 ext. 7306 or fax your application to 732-329-0627, attn: Personnel.

Applicant Data Record

The Township's Affirmative Action/EEO Policy and Plan provides and ensures that qualified applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, sexual orientation national origin, age, marital or veteran status, medical condition or disability.

Solely to help us in our record keeping as called for in our Affirmative Action Plan and consistent with EEOC reporting guidelines, we would appreciate your completing this data record.

This data will be kept separate from your employment application and confidential. If you wish, you may complete this form at home and return it by mail to the Personnel Office, Township of South Brunswick, PO Box 190, Monmouth Junction, NJ 08852. Please be assured that this data will not be used in the selection process.

AFFIRMATIVE ACTION SURVEY (Your Response Is Voluntary)

Desired Position: _____

Date: _____

Check one: Male Female Age: _____

Race/Ethnic Group: White Black Hispanic
 Native American Native Alaskan Native Hawaiian
 Pacific Islander Asian Russian
 Arabic Indian Other

Check if any of the following are applicable:

- Disabled Individual
- Veteran of Active Military Duty During Time of War or Conflict
 Designate Place of Service
 - World War II Desert Storm Other
 - Korea Afghanistan
 - Vietnam Iraq
- Disabled Veteran

Referral Source: Advertisement -- Publication? _____
 Employment Agency _____
 Friend _____
 Internet _____
 Relative _____
 Television _____
 Other _____