

BOROUGH OF PAULSBORO
1211 Delaware Street
Paulsboro, New Jersey 08066

EMPLOYMENT APPLICATION

Employment Application Date: _____

Applicant Information:

Name (Last, First, Middle): _____

Address: _____

City/Town: _____

PHONE Work: () _____ Home: () _____ Cell () _____

May we call you at work? _____ Best time(s) to call? _____ Circle: Home/Work/Cell

Social Security Number: _____ - _____ - _____ email: _____

Position applied for:

Have you ever applied to the Borough of Paulsboro before? _____ Yes _____ No

If yes, give date(s) _____

Date you can start: _____ Salary desired: _____

Are you available to work: _____ Full time _____ Part time _____ Shift work _____ Temporary

Are you currently employed: _____ Yes _____ No

May we contact your current employer: _____ Yes _____ No

Are you currently on layoff status and subject to recall: _____ Yes _____ No

Do you possess a current driver's license: _____ Yes _____ No

Do you possess a current commercial driver's license: _____ Yes _____ No

Please list any endorsements: _____

If you are under eighteen years of age, can you provide proof of eligibility to work: _____ Yes _____ No

Are you legally eligible to work in the United States of America: _____ Yes _____ No

?Are you able to perform the "essential functions" of the job for which you are applying? _____ Yes _____ No

Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

Employment History: This section must be completed even if you attach a resume. List your last three employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page.

Employer: Address:	Date Started:	Job Functions Performed:
	Date Left:	
	Starting Salary:	
	Ending Salary:	

Job Title:

Reason for Leaving:

Supervisor's Name and Phone Number:

May we contact for a reference? Yes No

Employer: Address:	Date Started:	Job Functions Performed:
	Date Left:	
	Starting Salary:	
	Ending Salary:	

Job Title:

Reason for Leaving:

Supervisor's Name and Phone Number:

May we contact for a reference? Yes No

Employer: Address:	Date Started:	Job Functions Performed:
	Date Left:	
	Starting Salary:	
	Ending Salary:	

Job Title:

Reason for Leaving:

Supervisor's Name and Phone Number:

May we contact for a reference? Yes No

Education: Provide information on your formal schooling and 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.

SCHOOL	Years Completed: (circle)	Graduated/Degree	Major Field of Study
High School:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No Degree:	
Other:	1 2 3 4	Yes No Degree:	
Other:	1 2 3 4	Yes No	

Language Proficiency: List languages you know and your proficiency level:

Language	Speak Some	Speak Fluently	Read	Write
English				

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 & Additional Information: Is there any additional information about you we should consider?

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

Name & Address:	Phone Number:	Years Known:

Understandings and Agreements:

As an applicant for a position with Paulsboro Borough, I understand and agree that I must provide truthful and accurate information in 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 Paulsboro Borough later discovers that information on this form was incomplete, untrue, or inaccurate. I give Paulsboro Borough the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give Paulsboro Borough the right to secure additional job-related information about me. I release Paulsboro Borough and its representatives from all liability for seeking such information.

I understand that Paulsboro Borough is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that Paulsboro Borough 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 Paulsboro Borough may terminate me at any time in accordance with its established policies and procedures. No representatives of Paulsboro Borough may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that Federal immigration laws require me to complete an I-9 form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

For your application to be considered, you must sign and date below.

I certify that I have read and understand and accept all terms of the foregoing statement.

Applicant's Signature _____ Date _____

Print Applicant's Name: _____