

BYRAM TOWNSHIP
10 Mansfield Drive, Byram Township, NJ 07874

Date: _____

Employment Application

Applicant Information:

Name (Last, First, Middle): _____

Address: _____

City/Town: _____

Phone (Work): _____ (Home): _____

Social Security Number: _____ - _____ - _____

Position applied for: _____

Have you ever applied to work for Byram Township before: ___ Yes ___ No

If yes, give date _____

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 you at work: ___ 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

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

Have you ever been convicted of an offense involving or touching on any prior public office, public position, or public employment held by you: ___ Yes ___ No

Byram Township is an Equal Opportunity Employer M/F

Employment History:

This section must be completed even if you attach a resume. List your last four 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: | Date started: | Date left: | Work performed/ responsibilities: |
| Address: | Starting Salary: | | |
| Job Title: | Final Salary: | | |
| Reason for leaving: | | | |
| Supervisor's name and phone number: | | | |
| May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Employer: | Date started: | Date left: | Work performed/ responsibilities: |
| Address: | Starting Salary: | | |
| Job Title: | Final Salary: | | |
| Reason for leaving: | | | |
| Supervisor's name and phone number: | | | |
| May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Employer: | Date started: | Date left: | Work performed/ responsibilities: |
| Address: | Starting Salary: | | |
| Job Title: | Final Salary: | | |
| Reason for leaving: | | | |
| Supervisor's name and phone number: | | | |
| May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Employer: | Date started: | Date left: | Work performed/ responsibilities: |
| Address: | Starting Salary: | | |
| Job Title: | Final Salary: | | |
| Reason for leaving: | | | |
| Supervisor's name and phone number: | | | |
| May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

Comments:

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: (Circle) | Major Field: |
|-------------|------------------------------|------------------------|--------------|
| Elementary: | 5 6 7 8 | Yes No | N/A |
| High: | 1 2 3 4 | Yes No | |
| College: | 1 2 3 4 | Yes No | |
| Other: | 1 2 3 4 | Yes No | |

Languages: List any foreign languages you know and indicate your level of proficiency.

| Language: | Speak Some: | Speak Fluently: | Read: | Write: |
|-----------|-------------|-----------------|-------|--------|
| | | | | |
| | | | | |
| | | | | |

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 the (local unit name), 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 Byram Township later discovers that information on this form was incomplete, untrue, or inaccurate. I give the (local unit name) 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 Byram Township the right to secure additional job-related information about me. I release the (local unit name) and its representatives from all liability for seeking such information. I understand that the (local unit name) is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that Byram Township 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 Byram Township may terminate me at any time in accordance with its established policies and procedures. No representatives of Byram Township 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.

Applicant's Signature _____ Date _____

Conditions of Employment:

Please be advised that all offers of employment are conditional on the applicant passing a mandatory drug test. A pre-employment physical may also be required. Pursuant to our 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 they test positive. *For your application to be considered, you must sign and date below.*

Applicant's Signature _____ Date _____

MRD
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11/14/2014