

Mount Holly Township

DATE: \_\_\_\_\_

23 Washington Street

Mount Holly , NJ 08060

**Employment Application**

<p>Applicant Information:</p> <p>Name (Last, First, Middle): _____</p> <p>Address: _____</p> <p>City/Town: _____</p> <p>Phone (Work): (     ) _____ (Home): (     ) _____</p>
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Position applied for: \_\_\_\_\_

Have you ever applied to the (local unit type) 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 plead guilty or been found guilty of a crime; disorderly persons offense; or a municipal ordinance involving moral turpitude: \_\_\_ Yes \_\_\_ No

Employment is conditional upon the results of the criminal background check. An answer of "Yes" may disqualify you from employment depending upon the circumstances involved. If "Yes", please explain below.

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**Mount Holly Township is an Equal Opportunity Employer**

**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:	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:    Yes    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:    Yes    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:    Yes    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.

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

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**References:** Provide the names, addresses and phone numbers of three (3) 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 Mount Holly Township, 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/or accurate. If hired, I understand that I may be separated from employment if Mount Holly Township later discovers that information on this form is incomplete, untrue and/or accurate. I give Mount Holly Township the right to investigate the information I have provided, to talk with former employers (except where I have indicated they may not be contacted). I give Mount Holly Township the right to secure addition job-related information about me. I release Mount Holly Township and its representatives from all liability for seeking such information. I understand that Mount Holly Township is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that Mount Holly Township will make reasonable accommodations as requires by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that Mount Holly Township may terminated me at any time in accordance with its established policies and procedures. No representatives of Mount Holly Township may make and 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. All employment is subject to New Jersey Department of Personnel requirements and may require passing a written test. All employment is considered temporary or provisional until certified by the New Jersey Department of Personnel.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Conditions of Employment:**

Please be advised that all offers of employment are conditional on the applicant passing a mandatory criminal background check and drug screen. 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 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 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: \_\_\_\_\_

## Voluntary Affirmative Action Information

You are not required to provide this information. Provide only if you wish.

If you provide information on this page, it will be filed separately from the job application. This information will be used only for purposes of the affirmative action program.

### Applicant Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_

Position Applied For: \_\_\_\_\_

How did you learn about this position?     \_\_\_ Advertisement     \_\_\_ Employment Agency  
\_\_\_ Friend     \_\_\_ Relative     \_\_\_ Walk-in     \_\_\_ Other (Explain) \_\_\_\_\_

### Information Regarding Status:

Gender:

\_\_\_\_\_ Male

\_\_\_\_\_ Female

### Equal Employment Opportunity identification groups:

\_\_\_\_\_ White

\_\_\_\_\_ African-American (non-Hispanic)

\_\_\_\_\_ Hispanic

\_\_\_\_\_ American Indian/Alaskan native

\_\_\_\_\_ Asian/Pacific Islander

\_\_\_\_\_ Other \_\_\_\_\_

### Other protected Groups:

\_\_\_\_\_ Individual with a disability

\_\_\_\_\_ Vietnam-era Veteran (served between 1964 and 1975)

\_\_\_\_\_ Disabled Veteran

### For Mount Holly Township Use Only

Hired: \_\_\_ Yes \_\_\_ No     Position \_\_\_\_\_     Date: \_\_\_\_\_

Which EEO job classification best describes the position for which the applicant applied?

1. Officials and Managers

4. Sales workers

7. Operators (semi-skilled)

2. Professionals

5. Office and clerical workers

8. Laborers (unskilled)

3. Technicians

6. Craft workers (skilled)

9. Service workers

Official \_\_\_\_\_

Date: \_\_\_\_\_

**This page is for Mount Holly Township Use Only!**  
**Results of Interview**

Interviewer: \_\_\_\_\_

Date: \_\_\_\_\_ Time : \_\_\_\_\_