

TOWNSHIP OF LITTLE EGG HARBOR

EMPLOYMENT APPLICATION MATERIALS

**Little Egg Harbor Township Is An Equal Opportunity Employer
And Will Not Base Hiring Decisions On Race, Color, Gender,
Age, National Origin, Religion, Marital Status Or Disability**

PLEASE READ CAREFULLY

APPLICANT'S STATEMENT

I certify that all the information I have provided in my application to apply for and secure employment with Little Egg Harbor Township is true, correct and complete.

I expressly authorize, without reservation, Little Egg Harbor Township, its representatives, agents, and employees to contact and obtain information from all personal and professional references, past or current employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, in my resume and during my job interview. I hereby release from liability and waive any and all rights and claims I may have regarding Little Egg Harbor Township, its representatives, agents, and employees, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that Little Egg Harbor Township does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current only for the particular job vacancy announcement I am responding to and that it will be necessary for me to reapply and complete a new application for any other positions I may wish to apply for in the future.

I understand that if I am hired as a temporary or seasonal employee I am free to resign at any time, with or without cause and without prior notice, and Little Egg Harbor Township reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any promises to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless same are in writing and signed by the Mayor on behalf of the Township Committee and countersigned by the Personnel Officer after the approval of a duly authorized Resolution.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I further understand that final approval of employment with Little Egg Harbor Township may be conditioned upon satisfactory completion of a criminal history check, driving history check (if I will operate a municipal vehicle), post-offer of employment physical examination by an employer designated physician including alcohol and drug screening, and a consumer report (for all positions in the Finance Department, Department of Community Development & Planning, and for other positions which require the receipt or disbursement of money on a regular basis as determined by the Personnel Officer).

I further understand that Little Egg Harbor Township is a "civil service" jurisdiction and that employment may also be conditioned upon satisfactory completion of tests administered by the State of New Jersey, Department of Personnel, or by the employer under the supervision of the Department of Personnel.

Some positions may require that I be bondable and I understand that employment is conditioned upon qualifying for a bond in such circumstances.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application, or to terminate me from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT'S STATEMENT.

I certify that I have read, fully understand, and agree to all terms of the foregoing Applicant's Statement.

[Print name below signature]

Date: / /

TOWNSHIP OF LITTLE EGG HARBOR
7 Gifford Road
Little Egg Harbor, New Jersey 08087

APPLICATION FOR EMPLOYMENT

Your Name:			
Last Name	First Name	Middle Initial	
Current Address:			
Street		City	
State		Zip Code	
How long have you resided at this address?			
Years		Months	
Telephone Number: ()		Date of Application: / /	
E-Mail Address:			

If you have lived at your current address for less than five (5) years please list your previous residences for the past five (5) years:

Street:			
City:	State:	Zip Code:	

Street:			
City:	State:	Zip Code:	

Are you legally eligible for employment in the United States? Yes No If you are hired we may require appropriate proof of authorization to work in this country (Form I-9).

Have you worked under another name such as a maiden name? Yes No If so, we may require you to disclose the other name to us for purposes of accessing information related to your application such as, but not limited to, personnel file information from your past employers, personal and professional reference confirmations, and criminal background checks.

Names of any employees who are related to you by blood or by marriage and work or have worked for Little Egg Harbor Township or the Little Egg Harbor Township Municipal Utilities Authority:

Did you ever work for Little Egg Harbor Township in the past? Yes No If so, please provide the following information:

Dates of employment: / / to / / Department: _____ Job Title: _____

Reason for separation (explain in detail):

Have you ever been bonded? Yes No

If the position for which you are applying involves operating a township vehicle of any kind please answer the following questions:

Do you hold a valid New Jersey driver's license? Yes No CDL? Yes No

Are there currently any points assessed against your license? Yes No If so, how many? _____

Driver's license number: _____

Have you ever held a driver's license issued by another state? Yes No If so, we may require you to provide additional information.

Has your driving privilege been suspended or revoked in any state during the past five (5) years? Yes No If so, please explain the circumstances of the suspension or revocation in detail:

Do you have transportation to and from work? Yes No

Full-time municipal employees are *generally* required to work a five day, forty (40) hour workweek. Part-time employees are *generally* required to work a 24 or 34 hour workweek. Some positions involve occasional Saturday and Sunday work. Attendance is very important to us in order to effectively provide the broad categories of municipal services we are responsible for.

- Will you be able to meet our attendance requirements? Yes No
- During your last five years of previous employment did you ever miss three consecutive days of work or more than ten work days in any calendar year excluding approved vacation leave time?
 Yes No If so, we may require you to provide additional information.
- During your last year of previous employment how many Mondays and Fridays were you absent from work on leave other than approved vacation leave? _____
- Will you be able to work overtime when necessary? Yes No

Have you ever pled “guilty” or “no contest”, or been convicted of a crime (including any disorderly persons offenses)? Yes No

Have you ever pled “guilty” or “no contest”, or been convicted for “driving under the influence” or for “refusal to submit to a breathalyzer examination”? Yes No

If you answered “Yes” to one or both of the above questions, please explain in detail including relevant dates (Answering “Yes” to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, nature of the offense, seriousness of the offense, rehabilitation and the type of position you have applied for will be considered.):

Job Interest:

Referral Source (check all that apply): Employment Advertisement Municipal Employee

LEHT.COM Website Private Employment Agency Walk-in

If you are responding to a specific job vacancy announcement please state the job title(s) you are applying for:

1. _____ 2. _____ 3. _____

Date you can begin employment: / / Desired rate of pay: \$ per hour

Type of employment desired (check all that apply): Permanent Temporary/Seasonal

Full-time Part-time Per Diem (on-call)

Skills and Qualifications (check all that apply): Microsoft Word WordPerfect Excel Lotus

PowerPoint Access Typing speed: _____ words per minute Shorthand speed: _____ words per minute

Internet Office Machines You Can Operate: _____

Heavy Equipment Other (explain): _____

Please indicate any special training, skills, licenses, or qualifications that may qualify you as being able to perform job related functions in the position(s) for which you are applying:

Can you perform all of the job functions for the job title you are applying for with or without reasonable accommodations? Yes No

Military Experience:

Have you ever served or do you currently serve in the armed services of the United States? Yes No
If so, please answer the following questions.

What branch of the armed services? _____ Dates of service: / / to / /

Did you receive an honorable discharge? Yes No If so, on what date? / /
If you did not receive an honorable discharge we may require you to provide additional information.

If you currently serve in one of the branches of the armed services, have you received any notice to report for duty?
 Yes No

Educational Background:

High School: _____
Name City State # Years completed

Graduated: Yes No

GED: Yes No Not Applicable _____
Name of school City State

Vocational School: _____
Name City State # Years completed

College: _____
Name City State # Years completed

Major course of study

Type of degree

Graduate School: _____
Name City State # Years completed

Major course of study

Type of degree

Other education or training (explain):

References:

Please list three (3) **personal** references. Do not include former employers or supervisors, relatives, current Little Egg Harbor Township municipal employees, or members of the Little Egg Harbor Township Committee.

1. Name: _____ Address: _____
Telephone Number: _____ How long have you known this reference? _____
2. Name: _____ Address: _____
Telephone Number: _____ How long have you known this reference? _____
3. Name: _____ Address: _____
Telephone Number: _____ How long have you known this reference? _____

Please list three (3) **professional** or **business** related references. You may only include one past employer or supervisor in this list.

1. Name: _____ Address: _____
Telephone Number: _____ How long have you known this reference? _____
2. Name: _____ Address: _____
Telephone Number: _____ How long have you known this reference? _____
3. Name: _____ Address: _____
Telephone Number: _____ How long have you known this reference? _____

Please list all professional or trade organizations in which you are a member:

Please list all service organizations in which you are a member:

Note: Exclude memberships that would reveal race, color, religion, gender, national origin, citizenship, age, mental or physical disabilities, or other protected status. Exclude political party affiliation.

Employment History: List all previous and current employment for the past fifteen (15) years. Use as many additional sheets as necessary. Do not specify "See Resume". Explain any gaps in employment history on a separate sheet if necessary.

Name of employer: _____

Address: _____
Street City State Zip Code

Name of immediate supervisor: _____ Supervisor's Title: _____

Telephone number: () _____ Your Final Title/Position: _____

Dates of employment: _____ / _____ to _____ / _____
Month Year Month Year

Compensation: Hourly Salary Rate: \$ _____ Commission/Bonus

Reason for leaving (explain fully): _____

Name of employer: _____

Address: _____
Street City State Zip Code

Name of immediate supervisor: _____ Supervisor's Title: _____

Telephone number: () _____ Your Final Title/Position: _____

Dates of employment: _____ / _____ to _____ / _____
Month Year Month Year

Compensation: Hourly Salary Rate: \$ _____ Commission/Bonus

Reason for leaving (explain fully): _____