

Borough of Point Pleasant Beach Application for Employment



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

(PLEASE PRINT)

PERSONAL INFORMATION

	<u>DATE</u> _____
NAME: _____	
Last	First
Middle	
PRESENT ADDRESS : _____	
Street	City
State	Zip
PERMANENT ADDRESS _____	
Street	City
State	Zip
PHONE NO. _____	ARE YOU 18 OR OLDER? _____
IF you are under 18 years of age, can you provide required proof of your eligibility to work?	
Are you prevented from lawfully becoming employed in this country because of VISA or immigration status?	Proof will be required upon employment
U. S. Military or Naval Service _____	Present Membership in National Guard or Reserves _____
RANK	

EMPLOYMENT DESIRED

POSITION _____	DATE YOU CAN START _____
ARE YOU EMPLOYED NOW? _____	MAY WE CONTACT YOUR CURRENT EMPLOYER? _____
Are you available to work:	FULL TIME PART TIME SEASONAL

EDUCATION and TRAINING

	Name & Location of School	No of Years Attended	Did you Graduate?	Subjects Studied
Grammar School				
High School				
College				
Vocational, Trade or Business School				

Summarize special job-related skill and qualifications acquired from employment or other experience. Also list machines you can operate.

Computer Skills (Hardware/Software)

Do you type? _____ If yes, words per minute: _____ Shorthand? _____

Any foreign language? _____ If yes, please list: _____

List any professional designations: _____

EMPLOYMENT HISTORY

List all employments for the past 10 years, starting with the most recent position. All information **must** be completed. You may attach a resume, but not in place of completing the required information.

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

Employed From / /	Employer Name	<u>Supervisor Name</u>	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

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Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

REFERENCES

Give the name, address and telephone number of three persons not related to you.

1.
2.
3.

CERTIFICATION & AUTHORIZATION

The above information is true and correct, I understand that the hiring process will be terminated, or in the event of my employment by the Borough, I shall be subject to dismissal, if any information that I have given in this application, in any resume or interview or any part of the hiring process is false or misleading or if I have failed to give any information herein requested, or if I have withheld relevant information, regardless of the time elapsed after discovery.

I understand that **nothing** in this employment application or the granting of an interview is intended to create an employment contract between myself and the Borough.

I further understand that all appointments are provisional and subject to the civil service testing process.

This application for employment shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

If employed, I will be required to provide original documents which verify my identity and the right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements. I understand that, at the appropriate time, I may be required to sign additional documentation as part of the application process and failure to do so on a timely basis will be considered my withdrawal from consideration. I also understand that I am solely responsible for making sure all required documents are completed and returned to the Borough.

Signature

Date
