

PERSONNEL POLICIES AND PROCEDURES  
**Borough of Glassboro**

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 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 18 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 United States citizenship or immigration status will be required if you are hired.

I understand that any offer of employment would be conditional upon the results of a criminal background check. Yes \_\_\_\_\_ No \_\_\_\_\_

The Borough of Glassboro is an Equal Opportunity Employer M/F

PERSONNEL POLICIES AND PROCEDURES MANUAL

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:**

**PERSONNEL POLICIES AND PROCEDURES**

**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.

<b>School:</b>	<b>Years completed: (circle)</b>	<b>Graduated: (circle)</b>	<b>Major Field:</b>
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.

<b>Language:</b>	<b>Speak Some:</b>	<b>Speak Fluently:</b>	<b>Read:</b>	<b>Write:</b>

**Special Skills and 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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**Comments and Additional Information:** Is there any additional information about you we should consider?

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PERSONNEL POLICIES AND PROCEDURES MANUAL

**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 and Address:	Phone Number	Years Known:

**Understandings and Agreements:**

As an applicant for a position with the Borough of Glassboro, 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 the Borough of Glassboro later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Borough of Glassboro 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 the Borough of Glassboro the right to secure additional job-related information about me. I release the Borough of Glassboro and its representatives from all liability for seeking such information. I understand that the Borough of Glassboro is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough of Glassboro will make reasonable accommodations as required by the Americans with Disabilities Act and New Jersey Law Against Discrimination. I understand that, if employed, I may resign at any time and that the Borough of Glassboro may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough of Glassboro 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. *For your application to be considered, you must sign and date below.*

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