



Harrison Township

114 Bridgeton Pike Mullica Hill, NJ 08062

Employment Application:

Date: _____

Applicant Information:

Name (Last, First, Middle): _____

Email Address: _____

Address: _____

City/Town/State/Zip Code: _____

Phone: (Home): _____ (Cell): _____ (Work): _____

Position applied for: _____

Have you ever applied to the 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 pleaded 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 answered "Yes", please explain below.

The Township of Harrison 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: Address:	Date started: Date left:	Work performed/responsibilities:
Job title:	Starting salary: 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: Address:	Date started: Date left:	Work performed/responsibilities:
Job title:	Starting salary: 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: Address:	Date started: Date left:	Work performed/responsibilities:
Job title:	Starting salary: 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?

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 employment 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)
____ American Indian / Alaskan Native
____ Asian / Pacific Islander
____ Other

Other Protected Groups:

____ Individuals with a Disability
____ Vietnam-era Veteran (served between 1964 and 1975)
____ Disabled Veterans

For Township of Harrison 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 |
| 2. Professionals | 5. Office and clerical workers | 8. Laborers |
| 3. Technicians | 6. Craft workers | 9. Service workers |

(Local unit type) Official _____ Date: _____

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 Township of Harrison, 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 Township later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Township of Harrison 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 Township the right to secure additional job-related information about me. I release the Township of Harrison and its representatives from all liability for seeking such information. I understand that the Township of Harrison is an equal-opportunity employer and does not discriminate in its hiring process. I understand that the 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 the Township may terminate me at any time in accordance with its established policies and procedures. No representatives of the Township may make any assurances to the contrary. I understand that any offer of employment may be subjected 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 criminal background check and 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:** _____