



TOWNSHIP OF HARDING

Morris County, New Jersey
Blue Mill Road, Box 666
New Vernon, New Jersey 07976
973 267-8000

EMPLOYMENT APPLICATION

Date _____

Applicant Information

Name (Last, First, Middle)

Address _____

City/Town _____

Phone (Work) () _____ (Home) () _____

Social Security Number _____ - _____ - _____

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.

The Township of Harding is an Equal Opportunity Employer M/F.

Employment History This section must be completed even if you attach a resume. List your last four employers and major assignments within the same employer. Begin with the most recent. Include any military service and 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
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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.

Comments & Additional Information Is there any additional information about you we should consider?

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 Harding, 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 Harding the right to investigate the information I have provided, and to 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 Harding and its representatives from all liability for seeking such information. I understand that the Township of Harding is an equal-opportunity employer and does not discriminate in its hiring practices. 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 subject 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 he/she can establish a legal basis for the use of the drug or controlled substance for which he/she tests 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 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 |

Township Official _____ Date _____

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Results of interview

Interviewer _____

Date _____ Time _____