Borough of Neptune City
Employment Application

Date:_____

Applicant Information:

Name (Last, First, Middle): _____

Address:_____

City/Town: _____**Zip Code**_____

Phone (Work): ( )_____ **(Home): ( )**_____

Social Security Number: _____ - ____ -_____

Position applied for: _____

Have you ever applied to the Borough 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 driver's license 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 Borough of Neptune City 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, 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: Starting Salary:	Work performed/ responsibilities:
Job Title:	Final Salary:	
Reason for leaving:		
Supervisor's name and phone number: May we contact for a reference: ___Yes ___No		
Employer: Address:	Date started: Date left: Starting Salary:	Work performed/ responsibilities:
Job Title:	Final Salary:	
Reason for leaving:		
Supervisor's name and phone number: May we contact for a reference: ___Yes ___No		
Employer: Address:	Date started: Date left: Starting Salary:	Work performed/ responsibilities:
Job Title:	Final Salary:	
Reason for leaving:		
Supervisor's name and phone number: May we contact for a reference: ___Yes ___No		
Employer: Address:	Date started: Date left: Starting Salary:	Work performed/ responsibilities:
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 Borough of Neptune City, 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 Neptune City later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Borough of Neptune City 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 Neptune City the right to secure additional job-related information about me. I release the Borough of Neptune City and its representatives from all liability for seeking such information. I understand that the Borough of Neptune City is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough of Neptune City 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 Borough of Neptune City may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough of Neptune City 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 employment is conditional on passing a complete background and criminal history check.

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 driver licenses check. A pre-employment physical and drug test 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** _____

Voluntary Affirmative Action Information

You are <u>not</u> 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 Borough of Neptune City use only

Hired: __Yes __No Position _____ Date _____

Which EEO job classification best describes the position for which the applicant applied?

(Circle One)

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**

Borough of Neptune City Official_____

Date_____

This page for Borough of Neptune City use only!
Results of interview

Interviewer: _____

Date: _____ **Time:** _____

BOROUGH OF NEPTUNE CITY EMPLOYMENT APPLICATION
CRIMINAL HISTORY SUPPLEMENT

In accordance with the Opportunity to Compete Act, P.L. 2014, c. 32, the Borough of Neptune City requires applicants to provide criminal history information after the completion of the initial employment application process. The initial employment application process ends after the Borough's first interview with the applicant. If you have completed your first interview with the Borough, please complete this supplement to the employment application.

Other than minor traffic violations, have you ever been convicted of a criminal offense that has not been expunged or sealed by court order?

☐ Yes ☐ No

Note: A conviction does not automatically mean that you will not be selected. The crime you were convicted of and how long ago you were convicted are important. If you answered yes, please provide the information requested below for each conviction so that the Borough of Neptune City may make an informed decision. (Please attach additional pages if needed).

Date of Conviction: _____
Violation: _____
Specific Statutory Code Violated: _____
Location: _____
Court Disposition: _____
Police Agency Concerned: _____
Description of Incident: _____
_____
_____
_____

I certify that the answers provided above are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this criminal history supplement as may be necessary in arriving at an employment decision. I release former employers and others from any liability that might arise from the disclosure of information.

I understand that the discovery of any misrepresentation or omission of fact in this criminal history supplement will result in the rejection of my employment application, or in the event of employment, provide cause for termination of employment. I understand that all positions require a complete criminal history check as a condition of employment.

Signature of Applicant:_____ Date:_____