

# HOLMDEL TOWNSHIP

## APPLICATION FOR EMPLOYMENT

Applicant Name:		Date:
Address:		
City:	State:	Zip:
Telephone:	Cell Phone:	
Email:		
Are you 18 years old or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	If hired, would you be able to present evidence that you legally can work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>POSITION DESIRED</b>		
Position desired:	Date you are available to start:	
Availability: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary    If part-time, hours you are available to work:		
Salary Desired:		
Have you previously worked for Holmdel Township? If yes, please list dates. _____		
Reason for leaving: _____ Former supervisor(s): _____		
Do any of your friends or relatives, other than spouse, work here? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>EDUCATION</b>		
High School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Technical School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
College/University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Other education or training:		
Other special skills:		
<p>Note: You not are required to disclose your criminal history on this application; however you will be required to do so upon completion of the initial employment application process. We will also conduct a criminal background check on all applicants who are conditionally offered employment. Except in certain limited circumstances, a conviction will not automatically disqualify an applicant from consideration for the position; rather, the township will consider (1) the nature and gravity of the offense, (2) the nature of the job being sought, and (3) the length of time since the conviction and/or completion of the sentence. Any false statement or omission during this process will disqualify you from employment.</p>		
<b>WORK EXPERIENCE</b>		
<p>Please complete this section even if you attach a resume. List all previous employment, beginning with the most recent including any military service. If you need more room, you may attach another sheet of paper.</p>		
Employer:		Address:
From _____ to _____	Position Held:	Reason for leaving:
Supervisor's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		

Employer:		Address:	
From	to	Position Held:	Reason for leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Employer:		Address:	
From	to	Position Held:	Reason for leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
<b>REFERENCES</b>			
Please list the names of three business persons known, but not related, to you for at least three years.			
<i>Name</i>	<i>Title</i>	<i>Business</i>	<i>Telephone</i>
1. _____			
2. _____			
3. _____			
<b>COMMENT</b>			
List any special qualifications you have including licenses and endorsements. You may also make any other comments in this section.			
_____			
_____			
_____			
<b>AUTHORIZATION AND ACKNOWLEDGMENTS</b>			
I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if I am employed, any false statements on this application may be grounds for dismissal.			
I authorize investigation of all statements contained in this application. I also grant permission to contact all references listed above, and authorize them to release all information concerning my previous employment and any other pertinent information these references might have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing this information to you.			
I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time and without prior notice.			
Applicant Signature: _____		Date: _____	

*Holmdel Township is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.*