

Application for Employment
Township of Hardyston
149 Wheatsworth Road, Suite A
Hardyston, NJ 07419
Phone: 973-823-7020 / 973-697-4895 Fax: 973-823-7021

The Township of Hardyston is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in hiring or employment on the basis of age, race, creed, color, national origin, nationality, ancestry, marital status, civil union status, sex, familial status, atypical hereditary cellular or blood trait, affectional or sexual orientation, gender identity or expression, liability for military service, mental or physical disability or any other status protected by law. No question on this application is intended to secure information to be used for such discrimination. If you require assistance completing the application, participating in the interview process or otherwise participating in the employee selection process, please let us know.

Date of application _____

Personal Information

Please answer all questions completely

Name (Last, First, Middle) _____

Telephone _____

Present Address	Number	Street	City	State	Zip

Social Security No. _____

Position applied for _____

Are you available to work () Full time () Part time () Shift work () Temporary

Date you are available to start _____

Are you able to perform the essential functions of the position for which you have applied with or without reasonable accommodation? () Yes () No

Salary or rate of pay expected _____

Where did you learn of this position? () Newspaper () Agency () Friend () Walk In () Other

Have you ever been employed by the Township of Hardyston? _____ If yes, when? _____

Have you ever applied for employment with the Township of Hardyston? _____ If yes, when? _____

Do you have any relatives currently employed by the Township of Hardyston? _____ If yes, who? _____

Are you employed now? _____ If yes, may we contact your present employer? _____

Are you legally eligible for employment in the United States? _____

Have you ever been convicted of a crime which has not been expunged or sealed by the court? _____

If so, provide details (this will not automatically preclude you from employment) _____

Record of Education

Please provide your complete educational history below

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CIRCLE YEAR COMPLETED	DID YOU GRADUATE	LIST DIPLOMA OR DEGREE
Elementary			5 6 7 8	() Yes () No	
High			1 2 3 4	() Yes () No	
College			1 2 3 4	() Yes () No	
Other (Specify)			1 2 3 4	() Yes () No	

Personal References

Please provide the names of three references that are not former employers or relatives

Name _____ Address _____ Phone Number _____

Name _____ Address _____ Phone Number _____

Name _____ Address _____ Phone Number _____

Work Experience

Please list all prior employment starting with your current/last employment and work back. You must answer all questions completely and accurately even if you have submitted a resume. Also, explain any periods of unemployment or gaps in employment on a separate sheet.

FROM	TO	NAME AND ADDRESS OF EMPLOYER	DESCRIBE POSITION	SUPERVISOR	REASON FOR LEAVING	RATE OF PAY

Please use this space to give additional information concerning experience, education, skills or qualifications you would like us to consider:

Military Experience

Please provide the following information regarding any prior or current military service

Branch of service _____ Type of duty _____

Specialized training _____

Applicant's Statement - Please read this completely before signing and initial each paragraph to signify your understanding

_____ I understand that I am required to complete this application honestly and completely and I certify that I have done so. I understand that any false or misleading statement or omission on this application or during the hiring process will be a basis for rejection of my application or, if I am hired, for termination of my employment.

_____ I understand that this application is not an offer or contract of employment and that the completion of this application does not indicate there are any vacant positions and in no way obligates the Township of Hardyston to hire me.

_____ I understand that if I am hired, my employment will be "at will," meaning that my employment will be for no definite period of time and may be terminated, with or without cause and with or without notice, at any time (except as may be limited by an applicable collective bargaining agreement or statutory requirement). I understand that no employee or representative of the Township of Hardyston has authority to enter into any agreement contrary to the foregoing, unless such agreement is in writing and formally approved by the Township Committee.

_____ I am not a party to any agreement with another employer, such as a covenant not to compete or restrictive covenant, that would restrict my right to be employed by the Township of Hardyston or perform the duties of the position for which I may be hired.

_____ I understand that this application will remain active only until the position for which I have applied is filled. I understand that if I wish to be considered for employment after this position is filled, I must complete another application.

_____ I authorize the Township of Hardyston to investigate all statements on this application, including verification of my educational and employment history.

Date

Signature

0577922.1 (OGLETREE)