

Position applying for: _____

Have you ever applied to the Borough of Sea Girt before: ___ Yes ___ No.

If yes, please provide date: _____

Are you related to a current Borough of Sea Girt governing body member ? ___ Yes ___ No

If yes, please identify the governing body member and state the relationship:

Do you have any family members or relatives who are employed by the Borough of Sea Girt?
_____ Yes _____ No.

If yes, please identify these individuals, their job title and their department:

Date you are available to start work: _____ Salary desire: _____

Are you available to work: ___ Full-time ___ Part-time ___ Contractor ___ Temporary

Are you 18 years or older? ___ Yes ___ No

Are you authorized 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 offered employment with the Borough.)

Have you ever worked or been educated under a different name? ___ Yes ___ No

If yes, what name: _____

Employment History:

This section must be completed even if you attach or previously provided a resume. List your last four employers, beginning with the most recent. Include any military service. Please add additional sheets if necessary. If you wish to explain any gaps in employment, please use the space on this form marked "Comments" below

Employer: Address:	Date started: Date left:
Job Title:	
Work performed/ responsibilities:	
Reason for leaving:	
Supervisor's Name: _____ Phone Number: () _____ May we contact for a reference: ___Yes ___No	
Employer: Address:	Date started: Date left:
Job Title:	
Work performed/ responsibilities:	
Reason for leaving:	
Supervisor's Name: _____ Phone Number: () _____ May we contact for a reference: ___Yes ___No	
Employer: Address:	Date started: Date left:
Job Title:	
Work performed/ responsibilities:	
Reason for leaving:	
Supervisor's Name: _____ Phone Number: () _____ May we contact for a reference: ___Yes ___No	

Comments:

Education:

Provide information on your formal schooling and education. Include 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/Institution:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
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 speak and indicate your level of proficiency.

Language:	Speak Some:	Speak Fluently:	Read:	Write:

List any scholastic honors, honorary societies, fellowship, scholarships or other academic awards:

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 you have known for at least one year that we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:
(1)		
(2)		
(3)		

Driver's License:

Complete this section if driving is an essential part of the job for which you are applying.

Do you have a valid driver's license? _____ Yes _____ No

State of Issuance: _____ License Number: _____

Please sign to indicate your authorization for the Borough to perform a record check of your driver's license, upon an offer of employment by the Borough.

(Signature)

Date:

Complete this section if the job for which you are applying requires that you possess a Commercial Driver's License:

Do you have a valid Commercial Driver's License? _____ Yes _____ No

State of Issuance: _____ Commercial Driver's License No. _____

Have you tested positive or refused to test on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years? _____ Yes _____ No

Please sign to indicate your authorization for the Borough to perform a record check of your Commercial Driver's License, upon an offer of employment by the Borough.

(Signature)

(Date)

Conflict of Interest:

All applicants must complete this section.

Do you currently have any outside employment or personal activities that may have a potential or actual conflict with your employment or prospective employment with the Borough of Sea Girt?

_____ Yes _____ No _____ I do not know

If you answered "yes" to the previous questions, please disclose the nature of your outside employment or personal activity that may have a potential or actual conflict with your employment or prospective employment with the Borough:

If you answered "I do not know" to the previous question, please explain:

Note: An applicant's failure to fully disclose outside employment or personal activity that is a potential or actual conflict with employment or prospective employment by the Borough of Sea Girt will result in rejection of the employment application or, if employed, the termination of employment.

Applicant's Statement

I certify that the answers provided in this application are true and complete to the best of my knowledge. I authorize the Borough of Sea Girt to investigate all statements contained in this application as may be necessary in arriving at an employment decision. I release the Borough (including all of its employees and agents) and all former employers and others from any liability that might arise from the disclosure of information. 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 history checks as well as a review of the applicant's driving history record. Any inquiry into my criminal history will be in accordance with the Opportunity to Compete Act.

I understand and acknowledge that, unless otherwise provided by law or an applicable collective bargaining agreement, any employment relationship with the Borough of Sea Girt is "at will," which means that I may resign at any time and the Borough of Sea Girt may discharge me at any time, with or without cause.

I understand that the discovery of any misrepresentation or omission of fact in this application will result in the rejection of my employment application, or in the event of employment, provide cause for termination of my employment.

Applicant's Signature: _____ Date: _____