



APPLICATION FOR EMPLOYMENT

ALL INFORMATION ON THIS APPLICATION MUST BE COMPLETED OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

POSITION APPLYING FOR _____

NAME: _____
(Last) (First) (Middle Initial)

CURRENT ADDRESS: _____
(Street) (City) (State) (Zip Code)

TELEPHONE NUMBER: _____

Email Address: _____

Have you lived at the above address less than 12 months, list previous address: _____

Have you ever worked for Willingboro Township? _____
If yes, in what capacity: _____

Dates: _____

Are you legally authorized to accept employment in this country?: _____
(Proof of citizenship or immigration status will be required if employed by the Township)

Have you served in the Military? yes or no

Do you have a valid driver's license?: _____

If yes, what type of license is it?: _____

What State issued this license?: _____

What is the license number?: _____

Are you able to work on varied shifts?: _____

Date you can begin work?: _____

Will you work overtime whenever scheduled? _____

Can you work weekends _____

Will you accept part-time work _____

Will you accept temporary work _____

Special skills you possess (electrical, mechanical, clerical, technical)

If applying for an office or clerical position:

Typing: Approximate WPM _____

Shorthand: Approximate WPM _____

Business machines you can operate:

Do you hold any professional licenses or certifications? _____

If yes please list: _____

Education History

Highest Grade Completed (Circle) 8th 9th 10th 11th 12th Cert/Assoc.

Bachelors Masters Ph.D M.D J.D

Name of School	Location	Year Graduated	List Degree Received
High School: _____			
College: _____			
Other: _____			

Employment History

Name of Job _____

Job Title _____

Job Description: _____

Employed From: _____ **To** _____

Address _____

Supervisor _____

Phone: () _____

Current Salary: _____

Reason for leaving?

May we contact this employer? Yes / No

Name of Job _____

Job Title _____

Job Description: _____

Employed From: _____ **To** _____

Address _____

Supervisor _____

Phone: () _____

Current Salary: _____

Reason for leaving?

May we contact this employer? Yes / No

Employment History

Name of Job _____

Job Title _____

Job Description: _____

Employed From: _____ **To** _____

Address _____

Supervisor _____

Phone: () _____

Current Salary: _____

Reason for leaving?

May we contact this employer? Yes / No

Name of Job _____

Job Title _____

Job Description: _____

Employed From: _____ **To** _____

Address _____

Supervisor _____

Phone: () _____

Current Salary: _____

Reason for leaving?

May we contact this employer? Yes / No

Please list the name, current address and phone number of three individuals that we may contact, (not relatives or former employees) who can provide a personal reference.

Name

Address

Email

Phone Number

Name

Address

Email

Phone Number

Name

Address

Email

Phone Number

Please list the name, business address and phone number of three individuals that we may contact, who can provide professional references.

Name

Address

Email

Phone Number

Name

Address

Email

Phone Number

Name

Address

Email

Phone Number

It is the policy of the Township of Willingboro to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, sexual orientation, handicap or disability.

APPLICATIONS ARE KEPT ON FILE FOR SIX MONTHS

***Employment Application
Statement of Understanding***

I hereby state that the information given by me in this application is true in all respects. I understand that if I am employed and the information is found to be false in any respect, I will be subject to dismissal without notice at any time. I hereby authorize my former employers to release information pertaining to my work record, my work habits, or my work performance while in their employ.

I understand and agree that any employee handbook which I may receive will not constitute an employment contract but will merely be a gratuitous statement of the Township's current position.

I understand that the Township may require applicants for employment to take a urinalysis or blood test for drug and alcohol screening as part of a pre-employment physical, and psychological examination, and that any offer of employment with the Township is conditioned upon the results of my examination (including urinalysis or blood tests for drug or alcohol screens) being satisfactory.

Any and all applicants shall be subject to a police record check fingerprinting and background check (at the expense of the candidate)

I understand that if I am employed with the Township and I apply for a promotion I may be required to submit a drug or alcohol screening. I also understand that if I hold a safety-sensitive position, as defined by State and Federal Statutes, I may be required to submit periodic urinalysis or blood tests for drug or alcohol. Further, I understand that the Township may inspect all lockers and any bags (including purses or briefcases) or parcels brought into or taken out of the Township facilities and that any refusal to submit a urinalysis, blood test, or search when requested to do so may result in the termination of my employment.

I UNDERSTAND AND AGREE THAT IF I AM OFFERED EMPLOYMENT BY THE TOWNSHIP, MY EMPLOYMENT WILL BE FOR NO DEFINITE TERM AND THAT EITHER I OR THE TOWNSHIP WILL HAVE THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, IN ACCORDANCE WITH THE STATE STATUTES AND TOWNSHIP POLICIES. I UNDERSTAND THAT EMPLOYMENT BY THE TOWNSHIP IS SUBJECT TO NEW JERSEY DIVISION OF CIVIL SERVICE STATUTES, RULES AND REGULATIONS. I ALSO UNDERSTAND THAT THIS STATUS CAN ONLY BE ALTERED BY A WRITTEN CONTRACT OF EMPLOYMENT WHICH IS SPECIFIC AS TO ALL MATERIAL TERMS AND SIGNED BY ME AND THE TOWNSHIP MANAGER OF THE TOWNSHIP OF WILLINGBORO.

(Date)

(Signature)