

Township of Union  
Hunterdon County, New Jersey  
140 Perryville Road  
Hampton, New Jersey 08827  
908-735-8027

Date \_\_\_\_\_

## Employment Application

### Applicant Information

Name (Last, First, Middle) \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

Phone (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Position applied for \_\_\_\_\_

Have you ever applied to the (local unit type) 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 \_\_\_

Do you possess a current commercial driver's license \_\_\_ Yes \_\_\_ No

Please list any endorsements \_\_\_\_\_

If you are under eighteen (18) 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.

Have you ever pleaded guilty or been found guilty of a crime or disorderly persons offense \_\_\_ Yes \_\_\_ No

Employment is conditional upon the results of the criminal background check. An answer of "Yes" may disqualify you from employment depending upon the circumstances involved. If "Yes", please explain here \_\_\_\_\_

The Township of Union is an Equal Opportunity Employer M/F

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 \_\_\_\_\_

**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 Township Use Only**

Hired:  Yes  No Position \_\_\_\_\_ Date \_\_\_\_\_

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

- |                           |                                |                             |
|---------------------------|--------------------------------|-----------------------------|
| 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          |

(local unit type) Official \_\_\_\_\_ Date \_\_\_\_\_

**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
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.

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**Comments & Additional Information:** Is there any additional information about you we should consider?

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**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

**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:	Date started:	Work performed/responsibilities:
Address:	Date left:	
Job Title:	Starting Salary:	
Reason for leaving:	Final Salary:	
Supervisor's name & phone number:		
May we contact for a reference:    Yes    No		

Employer:	Date started:	Work performed/responsibilities:
Address:	Date left:	
Job Title:	Starting Salary:	
Reason for leaving:	Final Salary:	
Supervisor's name & phone number:		
May we contact for a reference:    Yes    No		

Employer:	Date started:	Work performed/responsibilities:
Address:	Date left:	
Job Title:	Starting Salary:	
Reason for leaving:	Final Salary:	
Supervisor's name & phone number:		
May we contact for a reference:    Yes    No		

Employer:	Date started:	Work performed/responsibilities:
Address:	Date left:	
Job Title:	Starting Salary:	
Reason for leaving:	Final Salary:	
Supervisor's name & phone number:		
May we contact for a reference:    Yes    No		

**Comments:**

**Understandings and Agreements:**

As an applicant for a position with the Township of Union, 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 Township of Union later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Township of Union 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 Township of Union the right to secure additional job-related information about me. I release the Township of Union and its representatives from all liability for seeking such information. I understand that the Township of Union is an equal opportunity employer and does not discriminate in its hiring practices. I understand that the Township of Union 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 Township of Union may terminate me at any time in accordance with its established policies and procedures. No representatives of the Township of Union 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 some positions may involve complete background and criminal checks. *For your application to be considered, you must sign and date below.*

Applicants Signature \_\_\_\_\_

Date \_\_\_\_\_

**Voluntary Affirmative Action Information**

You are not required to provide this information. Provide only if you wish.

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