

APPLICATION FOR EMPLOYMENT

**Borough of Franklin
46 Main Street
Franklin, NJ 07416**

Phone: 973/827-9280 X 101

Fax: 973/827-9279

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

Please provide the following information so that the Borough of Franklin will be in compliance with Title VI of the Civil Rights Act of 1964.

The information regarding race, color, or national origin designation is requested in order to assure the Federal Government that the Borough of Franklin complies with Federal Laws prohibiting discrimination on the basis of race, color, or national origin. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluation your request for service or to discriminate against you in any way. However if you choose not to furnish this information, we are required to note your race and national origin on the basis of visual observation or surname.

Please check the appropriate information below:

RACIAL CATEGORIES

{American Indian or Alaska Native
{Asian
{Black or African American
{Native Hawaiian or Pacific Islander
{White

ETHNIC CATEGORIES

{Hispanic or Latino
{Not Hispanic or Latino
{Other

(PLEASE PRINT)

Position(s) Applied For		Date of Application
How did you learn about us?		
{Advertisement	{Friend	{Walk-In
{Employment Agency	{Relative	{Other _____

Last Name		First Name			Middle Name	
Address	Number	Street	City	State	Zip Code	
Telephone Number(s)				Social Security Number		

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

If Yes, give date _____

Have you ever been employed with us before? Yes No

If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony? Yes No

Conviction will not necessarily disqualify an applicant from employment.

Employment Experience

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Start	Final	
Job Title	Supervisor		
Reason for Leaving			

Employer	Dates Employed From: _____ To: _____	Work Performed
Address		
Telephone Number(s)	Hourly Rate/Salary Start: _____ Final: _____	
Job Title	Supervisor	
Reason for Leaving		

Employer	Dates Employed From: _____ To: _____	Work Performed
Address		
Telephone Number(s)	Hourly Rate/Salary Start: _____ Final: _____	
Job Title	Supervisor	
Reason for Leaving		

Employer	Dates Employed From: _____ To: _____	Work Performed
Address		
Telephone Number(s)	Hourly Rate/Salary Start: _____ Final: _____	
Job Title	Supervisor	
Reason for Leaving		

Employer	Dates Employed From: _____ To: _____	Work Performed
Address		
Telephone Number(s)	Hourly Rate/Salary Start: _____ Final: _____	
Job Title	Supervisor	
Reason for Leaving		

If you need more space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Education

	Elementary School	High School	Undergraduate College/University	Graduate Professional
School Name and Location				
Years Completed (circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diplomas / Degrees				
Describe Courses of Study				
Describe any specialized training, apprenticeships, skills and extra-curricular activities.				
Describe any honors you have received.				
State any additional information you feel may be helpful to us in considering your application.				
Indicate any foreign languages you can speak, read and/or write.				

List professional, trade, business or civic activities and offices held.

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

Have you ever had any job-related training in the United States Military? {Yes {No

If Yes, please describe _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying? {Yes {No

Application Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview {Yes {No

Remarks _____

Employed {Yes {No

Date of Employment _____ INTERVIEWER _____ DATE _____

Job Title _____ Salary/Rate _____ Department _____

By _____
NAME AND TITLE DATE

NOTES _____
