

Employment Application

Date: _____

Township of Chatham
58 Meyersville Road
Chatham, NJ 07928

Applicant Information:

Name (Last, First, Middle):

Address:

City/Town:

Phone (Work):() _____ (Home):() _____

Social Security Number: _____ - _____ - _____

Position applied for: _____

Have you ever applied to the Township of Chatham 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 _____ No

Do you possess a current commercial driver's license: _____ Yes _____ No

Please list any endorsements: _____

If you are under eighteen 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.

The Township of Chatham is an Equal Opportunity Employer

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:	Date left:
Address:		
Job Title:		
Work performed/ responsibilities:		
Reason for leaving:		
Supervisor's name and phone number:		
May we contact for a reference:		

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Comments:

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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: (Select)	Graduated: (Select)	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.

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

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:

Understandings and Agreements:

As an applicant for a position with the Township of Chatham, 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 Chatham later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Township of Chatham 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 Chatham the right to secure additional job-related information about me. I release the Township of Chatham and its representatives from all liability for seeking such information. I understand that the Township of Chatham is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Township of Chatham 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 Chatham may terminate me at any time in accordance with its established policies and procedures. No representatives of the Township of Chatham 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.

Applicant's Signature: _____ Date: _____