

Borough of Wenonah

Application for Employment Acknowledgement Statement and Waiver

I certify to the best of my knowledge, the information contained in this application and the answers given by me are true and complete.

Furthermore, I give the Borough of Wenonah authorization to investigate all of the statements made in this application as may be necessary in arriving at an employment decision.

I fully understand that nothing set forth in this employment application, or in the granting of an interview(s) is/are intended to create an employment agreement between myself and the Borough of Wenonah for either employment or the provision of any benefits.

I also acknowledge that unless otherwise defined by law, any employment relationship with the Borough of Wenonah is classified of an “at will” nature, which means that I may resign at any time and that the Borough of Wenonah can discharge me as an employee at any time, with or without cause. I understand that no promise, representation or agreement contrary to the foregoing is binding on the borough unless it is authorized by written Resolution of the Borough of Wenonah.

In the event that the Borough of Wenonah employs me and it is discovered that I have provided false or misleading information on the application or during an interview(s), I may be liable to disciplinary action including termination. I further accept and acknowledge that I am required to abide by all the rules, regulations, and ordinances of the borough should I be employed.

Lastly, I understand that the Immigration Reform Control Act of November 6, 1986 requires that I provide the borough with legal proof of my residence or citizenship. I am fully aware that should I fail to provide such proof, I may be subject to termination.

Signature: _____

Date: _____

Borough of Wenonah

1 South West Avenue
Wenonah New Jersey, 08090

Date: _____

Employment Application:

Applicant Information:

Name (Last, First, Middle): _____

Address: _____

City/Town: _____

* Home #: () _____ *Cell #: () _____

*Email: _____

*Social Security Number: _____ - _____ - _____

*required information

Position applied for: _____

Have you ever applied to the Borough of Wenonah 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.

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 below.

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

Comments:

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.

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

Voluntary Affirmative Action Information

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

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: _____
Phone: () _____

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 Borough of Wenonah 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 |

Borough of Wenonah Official _____
Date _____

