



## EMPLOYMENT HISTORY

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheet if necessary). Explain any gaps in employment in comments section below.

EMPLOYER	TELEPHONE# (    )	DATE EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		FROM	TO	
STARTING JOB TITLE / FINAL JOB TITLE		HOURLY SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY SALARY		
		FINAL		
MAY WE CONTACT YOU FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	
EMPLOYER	TELEPHONE# (    )	DATE EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		FROM	TO	
STARTING JOB TITLE / FINAL JOB TITLE		HOURLY SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY SALARY		
		FINAL		
MAY WE CONTACT YOU FOR REFERENCE ? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	
EMPLOYER	TELEPHONE# (    )	DATE EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		FROM	TO	
STARTING JOB TITLE / FINAL JOB TITLE		HOURLY SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY SALARY		
		FINAL		
MAY WE CONTACT YOU FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	
EMPLOYER	TELEPHONE# (    )	DATE EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		FROM	TO	
STARTING JOB TITLE / FINAL JOB TITLE		HOURLY SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY SALARY		
		FINAL		
MAY WE CONTACT YOU FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	

**Comments** includes explanation of any gaps in employment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EDUCATIONAL BACKGROUND

NAME AND LOCATION	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE		COURSE OF STUDY
		MAJOR	DEGREE	
HIGH SCHOOL				
COLLEGE				
OTHER				

## REFERENCES

List name and telephone number of three business/work references who are *not* related to you and are not previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

NAME	TELEPHONE	NUMBER OF YEARS KNOWN
	( )	
	( )	
	( )	

## ADDITIONAL INFORMATION

List professional, trade, business or civic associations and any offices held.

*Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.*

COURSE OF STUDY	OFFICE HELD

List special accomplishments, publication, awards, etc.

*Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.*

---



---



---

Have you ever had any job related training in the U.S. military?  Yes  No

Can you perform the essential functions of the job as listed in the attached job description without reasonable accommodation?  Yes  No

If the answer is no, please explain

---



---



---

### Special Skills and Qualifications

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

---



---



---

Do you have a valid Driver's License in New Jersey?  Yes  No

If Driver's License is required for the position, list License No: \_\_\_\_\_

List any moving violations during the last five years and qualifying statements you can make: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SKILLS AND QUALIFICATIONS**

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION STATEMENT**

I certify that all information I provided in order to apply for and secure work with the Borough of Woodland Park is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the Borough of Woodland Park's service whenever it is discovered.

I expressly authorize, without reservation, the Borough of Woodland Park, its representatives, employees or agents to contact and obtain information for all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all claims I may have regarding the Borough of Woodland Park, its agents, employee or representatives, for seeking, gathering and using such information in the employee process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the Borough of Woodland Park does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant for consideration for employment on the basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only one (1) year. At the conclusion of the time, if I have not heard from the Borough of Woodland Park and still wish to be considered for employment, it will be necessary to reapply and fill out another application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the Borough of Woodland Park reserves the same right to terminate my employment at any time, with or without notice, except as may be required by law or contract. This application does not constitute an agreement or contract for employment for a specified period or definite duration. I understand that no supervisor or representative of the Borough of Woodland Park is authorized to make any assurances to the contrary and signed by the Borough of Woodland Park Administrator.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and the Federal Immigration Law requires me to complete an I-9 form for this regard.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_