



Township of Hardyston

149 Wheatsworth Road, Suite A

Hardyston, NJ 07419

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The Township of Hardyston is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in hiring or employment on the basis of age, race, creed, color, national origin, nationality, ancestry, marital status, civil union status, sex familial status, atypical hereditary cellular or blood trait, affectional or sexual orientation, gender identity or expression, liability for military service, mental or physical disability or any other status protected by law. No question on this application is intended to secure information to be used for such discrimination. If you require assistance completing the application, participating in the interview process or otherwise participating in the employee selection process, please let us know.

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you available to work: () Full Time () Part Time () Seasonal () Temporary

Are you able to perform the essential functions of the position for which you have applied with or without reasonable accommodation? () Yes () No

Where did you learn of this position? () Newspaper () Agency () Friend () Walk in () Other

Have you ever been employed by the Township of Hardyston? _____ If yes, when? _____

Have you ever applied for employment with the Township of Hardyston? _____ If yes, when? _____

Do you have any relatives currently employed by the Township of Hardyston? _____ If yes, when? _____

Are you employed now? _____ If yes, may we contact your present employer? _____

Are you legally eligible for employment in the United States? _____

Have you ever been convicted of a crime which has not been expunged or sealed by the court? _____

--If so, provide details (this will not automatically preclude you from employment) _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three personal references that are not former employers or relatives.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

List prior employment starting with your current/last position and work backwards:

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Applicant's Statement

Please read this completely before signing and initial each paragraph to signify your understanding.

_____ I understand that I am required to complete this application honestly and completely and I certify that I have done so. I understand that any false or misleading statement or omission on this application or during the hiring process will be a basis for rejection of my application or, if I am hired, for termination of my employment.

_____ I understand that this application is not an offer or contract of employment and that the completion of this application does not indicate there are any vacant positions and in no way obligates the Township of Hardyston to hire me.

_____ I understand that if I am hired, my employment will be "at will", meaning that my employment will be for no definite period of time and may be terminated, with or without cause and with or without notice, at any time (except as may be limited by an applicable collective bargaining agreement or statutory requirement). I understand that no employee or representative of the Township of Hardyston has authority to enter into any agreement contrary to the foregoing, unless such agreement is in writing and formally approved by the Township Committee.

_____ I am not a party to any agreement with another employer, such as a covenant not to compete or restrictive covenant, that would restrict my right to be employed by the Township of Hardyston or perform the duties of the position for which I may be hired.

_____ I understand that this application will remain active only until the position for which I have applied is filled. I understand that if I wish to be considered for employment after this position is filled, I must complete another application.

_____ I authorize the Township of Hardyston to investigate all statements on this application, including verification of my educational and employment history.

Signature: _____ Date: _____