

# APPLICATION FOR EMPLOYMENT

**Borough of Sussex**

**2 Main Street**

**Sussex, NJ 07461**

**Phone: 973/875- 4831**

**Fax: 973/875- 6261**

**[admin@sussexboro.com](mailto:admin@sussexboro.com)**

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 Sussex 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 Sussex 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

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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 From To	Work Performed
<hr/>		
Address		
<hr/>		
Telephone Number(s)	Hourly Rate/Salary Start Final	
<hr/>		
Job Title	Supervisor	
<hr/>		
Reason for Leaving		
<hr/>		

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

Employer	Dates Employed From To	Work Performed
<hr/>		
Address		
<hr/>		
Telephone Number(s)	Hourly Rate/Salary Start Final	
<hr/>		
Job Title	Supervisor	
<hr/>		
Reason for Leaving		
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## Special Skills and Qualifications

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

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## 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
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				

### 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.*

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## 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 \_\_\_\_\_

INTERVIEWER DATE

Employed    ☐ Yes    ☐ No    Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Salary/Rate \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_  
NAME AND TITLE DATE

**NOTES** \_\_\_\_\_

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