

Township of Chesterfield
295 Bordentown-Chesterfield Rd
Chesterfield, NJ 08515

DATE: _____

EMPLOYMENT APPLICATION

Applicant Information:

Name (Last, First, Middle): _____

Address: _____

City/Town: _____

Phone (Work) _____ Home: _____

(Cell): _____ Social Security Number: _____ - _____ - _____

Position applied for: _____

Have you ever applied to Chesterfield Township before: ___ Yes ___ No If Yes, 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

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: ___ Y ___ N

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.

How did you hear about hiring in Chesterfield Township?

Newspaper: _____ (Paper Name _____) Chesterfield Website: _____

Online Search: _____ (Site _____) Staff Member: _____ (Name _____)

Other: _____ (Specify _____)

The Township of Chesterfield is an Equal Opportunity Employer

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:
	5 6 7 8	Yes No	N/A
	1 2 3 4	Yes No	
	1 2 3 4	Yes No	
	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?

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:	Work performed/ Responsibilities:
Address:	Date left:	
Job Title:		
Reason for leaving:		
Supervisor's name & phone number: May we contact for a reference: ___ Yes ___ No		
Employer:	Date started:	Work performed/ Responsibilities:
Address:	Date left:	
Job Title:		
Reason for leaving:		
Supervisor's name & phone number: May we contact for a reference: ___ Yes ___ No		
Employer:	Date started:	Work performed/ Responsibilities:
Address:	Date left:	
Job Title:		
Reason for leaving:		
Supervisor's name & phone number: May we contact for a reference: ___ Yes ___ No		
Employer:	Date started:	Work performed/ Responsibilities:
Address:	Date left:	
Job Title:		
Reason for leaving:		
Supervisor's name & phone number: May we contact for a reference: ___ Yes ___ No		

Comments: _____

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

Applicant's Signature _____ Date _____

Conditions of Employment:

Please be advised that all offers of employment are conditional on the applicant passing a mandatory criminal background check and drug test. A pre-employment physical may also be required. Pursuant to our personnel policy, all job applicants are required to sign a consent form for drug testing and if the test results are positive and are not accounted for by the legal use of prescription or non-prescription drugs the applicant shall be ineligible for hire unless they can establish a legal basis for the use of the drug or controlled substance for which they test positive.

For your application to be considered, you must sign and date below.

Applicant's Signature _____ Date _____