Borough of Chatham

MUNICIPAL BUILDING
54 FAIRMOUNT AVENUE
CHATHAM, NEW JERSEY 07928
973-635-0674
Fax: 973-635-2417

Employment Application **Date:** _____

Applicant Information:

Name (Last, First, Middle):_____

Address: _____

City/Town: _____

Phone (Work): ( ) _____ **(Home): ( )** _____

Email: _____

Have you ever applied to the Borough of Chatham 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**

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.

The Borough of Chatham is an Equal Opportunity Employer M/F

Revised August 2013
Revised September 2014

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

Comments:

Revised August 2013
Revised September 2014

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:
Elementary:	5 6 7 8	Yes No	N/A
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?

_____

_____

_____

_____

Comments:

Revised August 2013
Revised September 2014

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

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 for positions that require drug testing 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** _____

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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

Applicant's Signature_____ **Date**_____

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Revised September 2014

For Borough of Chatham 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 Chatham Official _____ **Date _____**

Revised August 2013
Revised September 2014

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Results of interview

Interviewer: _____

Date: _____ **Time:**_____

Revised August 2013
Revised September 2014