

BOROUGH OF RED BANK
90 MONMOUTH STREET
RED BANK, NJ 07701

APPLICATION FOR EMPLOYMENT

PERSONAL:

DATE: _____

Last Name First Name Middle Soc. Sec. Number

Street Address City State Zip Code Home Phone

Have you ever applied for employment with us? yes no
If yes, month and year: _____; location: _____.

Position Desired: _____; Pay Expected: \$ _____ (hr/yr)

Apart from absence for religious observance, are you available for full time work? yes no

If not, what hours can you work? _____

Will you work overtime if asked? yes no

NJ Drivers License No. _____

Do you have a CDL? yes no

EDUCATION:

NAME & LOCATION OF SCHOOL	COURSE OF STUDY	YEARS THERE	DID YOU GRADUATE?	DEGREE
College			<input type="checkbox"/> yes <input type="checkbox"/> no	
High School			<input type="checkbox"/> yes <input type="checkbox"/> no	
Elementary			<input type="checkbox"/> yes <input type="checkbox"/> no	
Other			<input type="checkbox"/> yes <input type="checkbox"/> no	

Other special training or skills (Languages, Machine operation, etc.):

EMPLOYMENT:

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or disability.

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

1) Company name and Address: _____
Employment dates (month & year): From: _____ To: _____
Name of Supervisor: _____ Telephone: _____
Job title and nature of work: _____
Salary: Starting: \$ _____ Ending: \$ _____
Reason for leaving: _____
May we contact this employer? yes no
If no, why? _____

2) Company name and Address: _____
Employment dates (month & year): From: _____ To: _____
Name of Supervisor: _____ Telephone: _____
Job title and nature of work: _____
Salary: Starting: \$ _____ Ending: \$ _____
Reason for leaving: _____
May we contact this employer? yes no
If no, why? _____

3) Company name and Address: _____
Employment dates (month & year): From: _____ To: _____
Name of Supervisor: _____ Telephone: _____
Job title and nature of work: _____
Salary: Starting: \$ _____ Ending: \$ _____
Reason for leaving: _____
May we contact this employer? yes no
If no, why? _____

MILITARY SERVICE:

Branch of Service: _____

Period of active duty: (month & year) From: _____ To: _____

Describe your duties and any special training: _____

Date of Final Discharge: _____

Rank at Discharge: _____

GENERAL INFORMATION:

Are you over 18 years of age? [] yes [] no. If not, employment is subject to verification of legal age.

Have you ever been bonded? [] yes [] no. If yes, describe in full: _____

I HEREBY DECLARE THE INFORMATION PROVIDED BY ME IN THIS APPLICATION FOR EMPLOYMENT IS TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IF EMPLOYED, ANY MISSTATEMENT OR OMISSION OF FACT ON THIS APPLICATION SHALL BE CONSIDERED CAUSE FOR DISMISSAL. I AUTHORIZE YOU TO OBTAIN AN INVESTIGATIVE REPORT CONTAINING INFORMATION OBTAINED BY INTERVIEWS WITH NEIGHBORS, FRIENDS AND ACQUAINTANCES. THIS REPORT MAY INCLUDE INFORMATION AS TO MY CHARACTER, REPUTATION AND PERSONAL CHARACTERISTICS. I UNDERSTAND I HAVE THE RIGHT TO MAKE A WRITTEN REQUEST WITHIN A REASONABLE PERIOD TO RECEIVE ADDITIONAL INFORMATION ABOUT THE NATURE OF ANY SUCH INFORMATION.

Date

Signature

REFERENCES:

97/bko

ALL APPLICATIONS MUST BE RETURNED TO:

**ADMINISTRATOR'S OFFICE
4TH FLOOR
90 MONMOUTH STREET
RED BANK, NJ 07701**