



Delaware Township - Hunterdon County

Township Committee

PO BOX 500/570 Rosemont Ringoes Rd

Sergeantsville, NJ 08557

Delaware Township
Application for Employment

We are an Equal Opportunity Employer and are committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Today's Date: \_\_\_\_\_

Applicant Information:

Name (Last, First, Middle): \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Phone (Work): ( ) \_\_\_\_\_ (Home): ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Have you ever applied to the Township before: \_\_\_ Yes \_\_\_ No If yes, give date \_\_\_\_\_

Have you previously worked for another government entity (Municipality, County, State, Federal)?
\_\_\_ Yes \_\_\_ No If yes, where? \_\_\_\_\_

Date you can start: \_\_\_\_\_

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

May we contact your current employer: \_\_\_ 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 (CDL):  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:  Yes  No**

**Do you understand that due to the nature of the public services we provide, an exceptional record of attendance, courtesy, promptness and dependability is required for all Township employees?  Yes  No**

**Why are you interested in employment with Delaware Township? \_\_\_\_\_**

\_\_\_\_\_

\_\_\_\_\_

**Employment History:** This section must be completed even if you attach a resume. List your last four employers and major duties/assignments for each employer. Begin with the most recent. Include any military service. An explanation of any gap between employment may be inquired. Attach additional sheets if needed to complete responses.

<b>Employer #1:</b>	Date started:	Date left:	Duties/responsibilities:
Address:			
Job Title:			
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: ___Yes ___No			
<b>Employer #2:</b>	Date started:	Date left:	Duties/responsibilities:
Address:			
Job Title:			
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: ___Yes ___No			
<b>Employer #3:</b>	Date started:	Date left:	Duties/responsibilities:
Address:			
Job Title:			
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: ___Yes ___No			
<b>Employer #4:</b>	Date started:	Date left:	Duties/responsibilities:
Address:			
Job Title:			
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: ___Yes ___No			

**Education:** Provide information on your formal schooling and education. Include 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:
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

**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.

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**Comments & Additional Information:** Is there any additional information about you we should consider?

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**Performance History:**

**Have you ever been disciplined or discharged for theft, unauthorized removal of employer property or related offenses?**

Yes  No

If yes, please explain and provide pertinent dates:

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**Have you ever been disciplined or discharged for violating safety rules?**

Yes  No

If yes, please explain and provide pertinent dates:

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**Have you ever been disciplined or discharged for inappropriate workplace behavior?**

Yes  No

If yes, please explain and provide pertinent dates:

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**Have you ever been disciplined or discharged for insubordination?**

Yes  No

If yes, please explain and provide pertinent dates:

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**Have you ever been disciplined or discharged for unsatisfactory performance?**

Yes  No

If yes, please explain and provide pertinent dates:

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**Have you ever been placed on a performance improvement plan or like performance monitoring?**

Yes  No

If yes, please explain and provide pertinent dates:

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**If you possess a license or certification, has your license or certification ever been suspended or revoked?**

Yes  No

If yes, please explain and provide pertinent dates:

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**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 Delaware, 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 Delaware the right to investigate the information I have provided and to talk with former employers (except where I have indicated they may not be contacted). I give the Township the right to secure additional job-related information about me. I release the Township of Delaware and its representatives from all liability for seeking such information. I hereby also authorize my present and past employers to furnish the Township with records/information of my employment.

I understand that the Township of Delaware 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 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 \_\_\_\_\_

This page for (local unit type) use only!

Results of Interview

Interviewer: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_