APPLICATION FOR EMPLOYMENT

BOROUGH OF HAWTHORNE

445 Lafayette Avenue Hawthorne, NJ 07506-2551



APPLICANT INFORMATION																		
Last Name						First	t					M.I.		Dat	e			
Street Address	ess						Ap				Apartn	Apartment/Unit #						
City					State					ZIP								
Phone	e-mail A						ddress											
Date Available	e Available Social Secur					y No.					Des	ired Sala	ary					
Position Applied	Applied for																	
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status – **Proof of citizenship or immigration status will be required upon employment** YES NO NO																		
Have you ever	Have you ever worked for the Borough?) [If so, when?											
Have you previously filed an application here YES				YES 🗌	NC) [If so, when?											
Are you currently on "lay-off" status and subject to recall?						YES		NO										
Are you availab	le to work	:	Full-Time]	Par	t-Time [Te	mpora	ary 🗌 [Dates Av	ailable _	/	/				
Do any of your friends or relatives, other than spouse, work her					here	?	YES			NO 🗆]							
EDUCATION	l																	
High School	1				Address													
Circle Years Completed	1 2 3 4 Did you graduate?			YE	YES NO			Deg	ree									
College				Ad	dress													
Circle Years Completed	1 2 3 4 Did you graduate?			YE	s 🗌	NO Degree												
Other (Specify)	Address																	
Circle Years Completed	1 2 3 4 Did you graduate? YES			s 🗌	NO Degree													
	Completed																	
REFERENCE	S																	
Please list thre	e professio	nal refere	ences.															
Full Name							Relationship											
Company	Phone																	
Address																		
Full Name	1						Rel	ations	ship									
Company							Pho	one										
Address	is a second of the second of t																	
Full Name	Relationship																	
Company							Pho	one										
Address																		

PREVIOUS EMPLOYMENT (BEGIN WITH THE MOST RECENT)									
Company	Phone								
Address	Supervisor								
Job Title									
Responsibilities									
From To	Reason for Leaving								
Are you currently employed?		YES	NO 🗆						
May we contact your previous supervisor for a reference?	NO 🗆								
Company	Phone								
Address	Supervisor								
Job Title									
Responsibilities									
From To									
May we contact your previous supervisor for a reference?	YES	NO 🗌							
Company	Phone								
Address		Supervisor							
Job Title									
Responsibilities									
From To	Reason for Leaving								
May we contact your previous supervisor for a reference?		YES	NO 🗌						
MILITARY SERVICE									
Branch				From	То				
Rank at Discharge		Type of Discharg	e						
If other than honorable, explain									
SPECIALIZED SKILLS: State any special skills, experience, train make you especially qualified for the position for which you are a	ning, licenses, c pplying.	certification	ns, foreign la	nguage proficier	ncy or other factors that				

APPLICANT'S STATEMENT UNDERSTANDINGS AND AGREEMENTS: As an applicant for a position with the Borough of Hawthorne, 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 Hawthorne later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Borough of Hawthorne 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 Hawthorne the right to secure additional job-related information about me. I release the Borough of Hawthorne and its representatives from all liability for seeking such information. I understand that the Borough of Hawthorne is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough 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 may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough of Hawthorne may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related driver's license abstract check as well as medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. I understand that in accordance with P.L. 70 2011 Chapter 70, "every person holding an office, employment or position" in the State of New Jersey shall have their "principal residence" in the State of New Jersey." Employees hired after September 1, 2011 shall establish residency within one year or shall be deemed unqualified for holding the office, employment or position. **Signature** Date FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview	YES 🗌	NO □	HIRED 🗌	START DATE:/
Interviewer's Remarks:				

NAME AND TITLE

By: