

Borough of Keyport  
70 West Front Street  
Keyport, New Jersey 07735

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

Employment Application:

Applicant Information:	
Name (Last, First, Middle) _____	
Address _____	
City/Town _____	
Phone: _____	Home: _____
Social Security Number: _____	

Position Applied For: \_\_\_\_\_

Have you ever applied to the Borough of Keyport 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

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 \_\_\_ 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

Employment is conditional upon the results of the criminal background check.

**The Borough of Keyport is an Equal Opportunity Employer M/F**

Employment History: This section must be completed even if you attach a resume. List your last four employers, major assignments with 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:	Date Left:
Address		
Job Title:	Starting Salary:	Final Salary:
Work performed responsibilities		
Reason For Leaving		
Supervisor's Name and Phone Number		
May we contact for a reference: _____ Yes _____ No		
Employer:	Date Started:	Date Left:
Address		
Job Title:	Starting Salary:	Final Salary:
Work performed responsibilities		
Reason For Leaving		
Supervisor's Name and Phone Number		
May we contact for a reference: _____ Yes _____ No		
Employer:	Date Started:	Date Left:
Address		
Job Title:	Starting Salary:	Final Salary:
Work performed responsibilities		
Reason For Leaving		
Supervisor's Name and Phone Number		
May we contact for a reference: _____ Yes _____ No		
Employer:	Date Started:	Date Left:
Address		
Job Title:	Starting Salary:	Final Salary:
Work performed responsibilities		
Reason For Leaving		
Supervisor's Name and Phone Number		
May we contact for a reference: _____ Yes _____ No		

Comments:

Education: Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary, 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	1 2 3 4	
College:	1 2 3 4	1 2 3 4	
Other:	1 2 3 4	1 2 3 4	

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.

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

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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 and Address	Phone Number	Years Known

**Understanding and Agreements:**

As an applicant for a position with the Borough of Keyport, 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 Keyport later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Borough of Keyport 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 Keyport the right to secure additional job-related information about me. I release the Borough of Keyport and its representatives from all liability for seeking such information. I understand that the Borough of Keyport is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough of Keyport will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time in accordance with its established policies and procedures. No representatives of the Borough of Keyport may make any assurances to the contrary. I understand that any offer of employment may be subjected to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks.

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

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## 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: \_\_\_\_\_

Gender:

Male

Female

Phone: (    ) \_\_\_\_\_

Position Applied For: \_\_\_\_\_

How did you learn about this position?  Advertisement  Employment Agency

Friend  Relative  Walk-in  Other (Explain) \_\_\_\_\_

Information Regarding Status:

Equal Employment Opportunity identification groups:

White

African-American (non-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

For Borough of Keyport Use Only

Hired:  Yes  No Position \_\_\_\_\_ Date: \_\_\_\_\_

Which EEO job classification best describes the position for which the application 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 Keyport Official \_\_\_\_\_ Date \_\_\_\_\_