

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:		
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:		
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:		
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:		
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.

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

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 _____