

Township of Lumberton
35 Municipal Drive
Lumberton, NJ 08048

Date: _____

Position Applied For: _____

**THE TOWNSHIP OF LUMBERTON
IS AN EQUAL OPPORTUNITY EMPLOYER**

THE TOWNSHIP OF LUMBERTON CONSIDERS APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, RELIGION, AGE, MARITAL STATUS, CIVIL UNION STATUS, DOMESTIC PARTNERSHIP STATUS, AFFECTIONAL OR SEXUAL ORIENTATION, GENETIC INFORMATION, SEX, PREGNANCY, GENDER IDENTITY OR EXPRESSION, DISABILITY, LIABILITY FOR SERVICE IN THE ARMED FORCES OF THE UNITED STATES, VETERAN STATUS, CITIZENSHIP STATUS, OR ANY OTHER GROUP STATUS PROTECTED BY LAW.

As an Equal Opportunity Employer, the Township will make medically necessary reasonable accommodations during the application and/or interview process to enable a person with a disability to pursue an open position. It is the applicant's responsibility to inform the Township Administrator of the need for a reasonable accommodation and supply documentation to support the request.

The Township will not request, require or take into consideration an applicant's salary history. A resume is not a substitute for completing the application in its entirety. Applications are only considered in connection with the position applied for as indicated below and remain active for six (6) months after which you must reapply for any opening to be considered for employment.

Employment Application

Applicant Information:

Name (Last, First, Middle): _____

Address: _____

City/Town: _____

Phone (Work): () _____ (Home/Cell): () _____

Social Security Number: _____ - _____ - _____ Email: _____

Have you ever applied to or been employed by the Township before: ___ Yes ___ No

If yes, give date(s) _____

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 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
Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

Employment History: This section must be completed even if you attach a resume. If you attach a resume, you are representing that the information contained within it is true, complete and accurate. List your last four employers, or all employment during the last ten years, and major assignments for each employer. Begin with the most recent. Include any military service.

1. Name of Employer

City State Zip

Telephone: _____ Type of Business: _____

From: _____ To: _____ Title: _____

Part-time If part-time, number of hours regularly worked per week: _____

Nature of work performed: _____

Reason for leaving: _____

Name and Title of Supervisor: _____

Name and Title of Contact Person: _____

Yes No

2. Name of Employer

City State Zip
Telephone: _____ Type of Business: _____
From: _____ To: _____ Title: _____
 Part-time If part-time, number of hours regularly worked per week: _____
Nature of work performed: _____

Reason for leaving: _____

Name and Title of Supervisor: _____
Name and Title of Contact Person: _____
 Yes No

3. Name of Employer

City State Zip
Telephone: _____ Type of Business: _____
From: _____ To: _____ Title: _____
 Part-time If part-time, number of hours regularly worked per week: _____
Nature of work performed: _____

Reason for leaving: _____

Name and Title of Supervisor: _____
Name and Title of Contact Person: _____
 Yes No

4. Name of Employer

City State Zip
Telephone: _____ Type of Business: _____
From: _____ To: _____ Title: _____
 Part-time If part-time, number of hours regularly worked per week: _____
Nature of work performed: _____

Reason for leaving: _____

Name and Title of Supervisor: _____
Name and Title of Contact Person: _____
 Yes No

5. Name of Employer _____

City State Zip

Telephone: _____ Type of Business: _____

From: _____ To: _____ Title: _____

Part-time If part-time, number of hours regularly worked per week: _____

Nature of work performed: _____

Reason for leaving: _____

Name and Title of Supervisor: _____

Name and Title of Contact Person: _____

Yes No

6. Name of Employer _____

City State Zip

Telephone: _____ Type of Business: _____

From: _____ To: _____ Title: _____

Part-time If part-time, number of hours regularly worked per week: _____

Nature of work performed: _____

Reason for leaving: _____

Name and Title of Supervisor: _____

Name and Title of Contact Person: _____

Yes No

Indicate below any current employer you prefer the Township not contact unless and until an offer of employment is extended to you by the Township:

Education: Provide information on your formal schooling and education. Include elementary, 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	

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 & Address:	Phone Number:	Years Known:

CERTIFICATION, AUTHORIZATIONS & RELEASE:

I certify that the answers within this application and any submissions made by me during the application process are true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application or any submissions made by me as the Township may, in its sole discretion, deem necessary in arriving at an employment decision unless I requested the Township not contact my current employer(s) until a job offer is extended to me. I release my current and former employers as well as others from any liability that might arise from the disclosure of information.

I understand that the discovery of any misrepresentation or omission of fact in this application will result in the rejection of my employment application, or in the event of employment, provide cause for termination of employment.

I also understand that all positions require complete background and criminal history checks. Criminal history checks will not be performed until after the initial interview process which may take place over the telephone. I understand and agree that I am required to sign a separate release allowing for a complete background investigation in order for my application to be considered complete. I understand that if I do not complete all steps in the hiring process, including post offer, pre-employment requirements, I will have been deemed to abandon my application and no further action will be required by the Township.

I understand that, unless otherwise provided by an applicable collective bargaining agreement, if I am employed by the Township I may resign at any time and that the Township may terminate me at any time with or without cause. No representatives of the Township may make any assurances to the contrary.

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

Applicant's Signature _____ **Date** _____

This page for Township of Lumberton use only!
Results of interview

Interviewer: _____

Date: _____ **Time:** _____

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: () _____

Position Applied For: _____

How did you learn about this position? Advertisement Employment Agency
 Friend Relative Walk-in Other (Explain) _____

Information Regarding Status:

Gender:

Male
 Female

Equal Employment Opportunity identification groups:

White
 African-American (non-Hispanic)
 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 Township of Lumberton use only
Hired: Yes No Position _____ Date _____

Which EEO job classification best describes the position for which the applicant 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 |

Township Official _____ Date _____

DRIVER'S LICENSE INFORMATION AND AUTHORIZATION FORM

The Job Posting will indicate whether driving is an essential function of the position and the type of license required for the position. Only complete those sections necessary for the type of license required for the position.

Complete this section if driving is an essential part of the job for which you are applying.

Do you have a valid driver's license? Yes No

State of Issuance: _____ License Number: _____

Complete this section if the job for which you are applying requires that you possess a Commercial Driver's License:

Do you have a valid Commercial Driver's License? Yes No

Commercial Driver's License Number: _____

Read completely before responding: Have you tested positive on any pre-employment drug or alcohol test administered by an employer in connection with safety sensitive transportation work covered by Federal Department of Transportation (DOT) agency drug and alcohol testing rules during the past two years that you were not hired for?

Yes No

Have you refused to test on any pre-employment drug or alcohol test administered by an employer in connection with safety sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years that you were not hired for?

Yes No

Please sign on the line below to indicate your authorization for the Township of Lumberton to perform a record check of your Commercial Driver's License, upon an offer of employment by the Township.

Signature of Applicant: _____ Date: _____