



Roxbury Township
1715 Route 46
Ledgewood, NJ 07852
(973) 448-2000

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for:

Full-time Part-time Summer Only

For verification purposes, please state any other name(s)
used by you for education or employment purposes _____

Have you ever worked for the Township? YES NO If yes, when? _____

Have you previously applied to Roxbury Twsp.? YES NO If yes, when? _____

Are you a US citizen or otherwise authorized to
legally work in the US? YES NO If no, explain: _____

Do you have a valid driver's license YES NO If no, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Special Skills & Qualifications

Summarize any special training skills, licenses and/or certificates that may qualify you. e.g. 40-hour HAZWOPER or CDL

Disclaimer and Signature

I certify that all information I have provided in order to apply for and secure work with Roxbury Township is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from Roxbury Township's service, whenever it is discovered.

I expressly authorize, without reservation, Roxbury Township, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and any on-line public sources including social networks and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have against the employer, its agents, employees or representatives for seeking, gathering and using such information in the employment process and/or all other persons, corporations or organizations for furnishing such information about me.

Notice to Employees and Applicants that Consumer Reports may be obtained. In compliance with Public Law 91-508 (Fair Credit Reporting Act), as amended by Public Law 104-208 (Consumer Credit Reporting Reform Act) and applicable state law, this notice is to inform you that consumer reports including Credit Bureau Reports, Motor Vehicle Reports, Drug Tests, Consumer Investigations Reports, and medical information may be obtained in connection with your application for employment or current employment. If obtained, this consumer report may be used in making decisions concerning your application for employment and/or employment status with the Township.

I understand that a physical examination may be required to determine my ability to perform the essential functions of the position after a job offer has been extended and prior to beginning work. I further understand that this examination may include urinalysis examination for the purpose of detecting illegal drugs and alcohol. I authorize the release of the results of such an examination to Roxbury Township and release all claims against it and those performing the examination. I further understand that if the physical examination determines that I am unable to perform the essential functions of the position, with or without reasonable accommodation, Roxbury Township will withdraw the offer of employment.

I understand that if employed by Roxbury Township as a condition of continued employment I will be required to submit to drug and alcohol testing as authorized by law. I authorize the release of any such testing to Roxbury Township and waive all claims against it and those performing the tests. I understand that if employed by Roxbury Township, I will be subject to immediate termination for failing to submit to testing, or for refusing to permit the release of the results of any such tests to Roxbury Township.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from Roxbury Township and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

I understand that acceptance of this application does not imply that I will be hired.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and Roxbury Township reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer except the Township Manager is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Township Manager.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I have read and understand the above statements in its entirety, and acknowledge that any misrepresentation or omission of facts called for herein will, at Roxbury Township's option, result in the cancellation of consideration for employment, or dismissal from Roxbury Township's service if I have been employed.

Signature: _____ Date: _____

Thank you for your interest in Roxbury Township and for taking the time to complete our employment application. Save completed form and email as an attachment to: info@roxburynj.us or send completed form to:

Human Resources
Roxbury Township
1715 Route 46
Ledgewood, NJ 07852

SPACE FOR ADDITIONAL EXPLANATION(S).