

**BOROUGH OF HIGHLANDS**

**APPLICATION FOR EMPLOYMENT**

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Personnel Department.

**General Information**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Home Phone ( ) \_\_\_\_\_ Alternate Number ( ) \_\_\_\_\_

Email Address \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

Position or Type of Employment Desired \_\_\_\_\_

Have you ever been employed here before?  Yes  No

- Interested in:**
- Part-time**
  - Temporary**
  - Full-time**
  - Seasonal**

If yes, list position and date \_\_\_\_\_

Date you are available to start \_\_\_\_\_ Salary desired \_\_\_\_\_

If you are below the age of 18, can you provide proof of eligibility to work/permit?  Yes  No

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

Driver's License number if driving is an essential job function \_\_\_\_\_ State \_\_\_\_\_

Are you currently employed?  Yes  No If **yes**, may we contact for a reference?  Yes  No

## BOROUGH OF HIGHLANDS

**Employment History:** This section must be completed even if you attach a resume. List your last four employers or volunteer assignments. 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.

<b>Employer:</b>	Date Started:	Nature of work performed/job responsibilities:
Address:		
Job Title:	Date Left:	
Reason for Leaving:		
Supervisor's Name and Phone Number:		May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Employer:</b>	Date Started:	Nature of work performed/job responsibilities:
Address:		
Job Title:	Date Left:	
Reason for Leaving:		
Supervisor's Name and Phone Number:		May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Employer:</b>	Date Started:	Nature of work performed/job responsibilities:
Address:		
Job Title:	Date Left:	
Reason for Leaving:		
Supervisor's Name and Phone Number:		May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Employer:</b>	Date Started:	Nature of work performed/job responsibilities:
Address:		
Job Title:	Date Left:	
Reason for Leaving:		
Supervisor's Name and Phone Number:		May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Comments and Special Training:** Please list any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position in which you are applying. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# BOROUGH OF HIGHLANDS

## Education

SCHOOL	YEARS COMPLETED (CIRCLE)	GRADUATED (CIRCLE)	MAJOR FIELDS
High:	1   2   3   4	YES   NO	
College:	1   2   3   4	YES   NO	
Other:	1   2   3   4	YES   NO	

**References:** List 3 individuals whom we may contact as a reference, not relatives.

NAME & ADDRESS	PHONE NUMBER	YEARS KNOWN

## Applicant Statement

I certify that all information I have provided in order to apply for and secure work with Borough of Highlands is true, complete and correct. I understand that my application may be rejected if any information is not complete and accurate. If hired, I understand that I may be separated from employment if Borough of Highlands later discovers that information on this form was incomplete, misrepresented in any respect or inaccurate.

I give Borough of Highlands, it's representatives or agents the right to investigate the information I have provided and verify the accuracy of all information provided by me in this application; including but not limited contacting former employers (except where I have indicated they may not be contacted). I give Borough of Highlands the right to secure and verify job-related, educational and training information about that I have provided. I hereby waive any and all rights and claims I may have regarding Borough of Highlands and its representatives from all liability for seeking such information in the employment process and all other persons, corporations or organizations for furnishing such information.

I understand that Borough of Highlands is an equal-opportunity employer and 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, if employed, I may resign at any time and that Borough of Highlands may terminate me at any time in accordance with its established policies and procedures. This application does not constitute an agreement or contract for employment and I understand that No representatives of Borough of Highlands may make any assurances to the contrary.

I also understand that any offer of employment, may be subject to job-related medical, physical, drug or psychological tests. I also understand that some positions may involve complete background and criminal checks.

***Please read the Applicant Statement above prior to signing below.***

**I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*The Borough of Highlands is an Equal Opportunity Employer M/F*

