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.

lame LAST	FIRST	MIDDLE	Social Security #		
2.01	· mo	WIBBLE			
ddress					
STREET		CITY	STA	TE	ZIP COD
ome Phone ()		Alternate Number ()		
mail Address			Date of Application		/
				Interest	ted in:
osition or Type of Emplo	yment Desired			Part-time	
				Temporary	
lave you ever been empl	oyed here before? Yes	□ No		Full-time Seasonal	
fyes, list position and da	te				
ate you are available to	start	Salary	desired		
		e proof of eligibility to work/per hip or immigration status will b		nired.	

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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.

Employer:	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? ☐ Yes ☐ No
Employer:	Date Started:	Nature of work performed/job responsibilities:
Address: Job Title:		
Job Title.	Date Left:	
Reason for Leaving:	·	•
Supervisor's Name and Phone Number:		May we contact for a reference? ☐ Yes ☐ No
Employer:	Date Started:	Nature of work performed/job responsibilities:
Address:		
Job Title:	Date Left:	
Reason for Leaving:		<u> </u>
Supervisor's Name and Phone Number:		May we contact for a reference? ☐ Yes ☐ No
Employer:	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? ☐ Yes ☐ No
Comments and Special Training: Please list any specyou especially qualified for the position in which you	-	censes, certifications or other factors that make

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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 f	foregoing Applicant Statement.		
Applicant's Signature	Date	/	/
The Borough of Highlands is an	Equal Opportunity Employer M/F		

EEO MANDATORY INFORMATION - BOROUGH OF HIGHLANDS

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship age, mental or physical disabilities, veteran/reserve/national guard or any similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

In order to comply with EEO mandates it is necessary for the applicant to complete the following request for information. The information sought shall not be used in decisions regarding the hiring of qualified applicants on the basis of race, color, religion, sex, national origin, sexual orientation, age, citizenship, or mental or physical disabilities. However, no application will be considered unless the following information is supplied and failure to supply same will be deemed as an incomplete application.

PLEASE PRINT				
Position(s) applied for			Date	1 1
Referral Source				
	Government Employment Agency Relative		□ Private Employ □ School □ Other	ment Agency
Name of person who referred you (if a				
Applicant Information				
Name		Telephone ()	
LAST	FIRST MIDD		,	
Address				
STREET		CITY	STATE	ZIP CODE
□ Male □ Female				
Please check one of the followi	ng Equal Employment Opportu	nity Identificati	on Groups:	
□ White (not of Hispanic Origin)	☐ Black (not of Hispanic origin)	□ His	spanic	
□ American Indian/Alaskan Native				JP IS RECOGNIZED
For Administrative Use Onl	ly			
Position(s) applied for	□ Not Available			
Other position considered for				
Hired □ Yes □ No				
Position hired for			Date of hire	
From the EEO job classifications listed	helow, which one hest describes the n	osition filled?		
□ Officials and Managers	□ Sales Workers	osicion inica.	□ Operatives (s	emi-skilled)
□ Professionals	 Office and Clerical V 	Vorkers	□ Laborers (uns	
□ Technicians	 Craft Workers (skilled) 	ed)	Service Work	ers
Notes				
			D. I	
Completed by			Date	/ /