

APPLICATION FOR EMPLOYMENT
BOROUGH OF SEA BRIGHT
1099 Ocean Avenue, Sea Bright, NJ 07760

The Borough of Sea Bright is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, national origin, gender, religion, age, marital status, sexual orientation, disability or any other characteristic protected by law. Applicants requiring accommodations to the application and/or interview process should notify the Borough Clerk.

Resumes are not accepted in lieu of applications.

PRINT IN INK OR TYPE			
Position applied for: _____			
NAME: _____			
Last	First	Middle	
ADDRESS: _____			
Number/Street	City	State	Zip Code
TELEPHONE # _____		_____	
Home	Cell Phone		
EMAIL: _____			
Are you at least 18 years of age? YES ___ NO ___			
Do you have a valid Driver's License? YES ___ NO ___			
Current Driver's License # _____		(State)	(Number)
Have you ever filed an application here before? YES ___ NO ___			
If yes, give date _____			
Have you ever been employed here before? YES ___ NO ___			
If yes, give date and reason for separation _____			
Are you employed now? YES ___ NO ___			
On what date will you be available to work? _____			
Are you available to work:			
Full time ___ Part time ___ Shift Work ___ Temporary ___ Morning ___ Afternoon ___ Evening ___			

Can you perform the essential functions of the position for which you are applying, with or without reasonable accommodations? YES ___ NO ___

Are there any workplace accommodations which would ensure better job placement and/or enable you to perform your job to your maximum capability? YES ___ NO ___
If yes, please indicate _____

Do you speak, read or write in any foreign languages?
YES ___ NO ___ If yes, please indicate _____

Do you type? YES ___ NO ___ If yes, approximate speed _____

UNITED STATES MILITARY

Have you Served? YES___ NO___

If yes, please complete the following:

Branch _____

From _____ To _____

Final Rank _____ Specialty _____

Are you a U.S. veteran? YES___ NO___

Are you the surviving spouse of a U.S. Veteran? YES___ NO___

Are you currently authorized to work in the U.S.? YES___
NO___

(Legal Proof of authorization to work in the U.S. is required if offered employment)

EDUCATION

(Indicate School Names, Degree Received)

High School

College

Other

_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe any specialized training, apprenticeships, skills and extracurricular activities:

Give any additional information you feel may be helpful to us in considering your application:

Are you related to anyone in our employ? (past or present) YES___ NO___

If yes, Name: _____ Relationship: _____

REFERENCES (Not Relatives)

Name Address Telephone

Name Address Telephone

Name Address Telephone

EMPLOYMENT HISTORY (start with most recent employer)	
Employer's Name and Address _____	Job Title _____ From _____ To _____
_____	Telephone Number: _____
May we check this reference? YES ___ NO ___	
Employer's Name and Address _____	Job Title _____ From _____ To _____
_____	Telephone Number: _____
May we check this reference? YES ___ NO ___	
Employer's Name and Address _____	Job Title _____ From _____ To _____
_____	Telephone Number: _____
May we check this reference? YES ___ NO ___	

If you would like to include other employers, please attach on a separate sheet of paper. Thank you.

SUBSTANCE ABUSE POLICY

The Borough of Sea Bright requires that all offers of employment extended to applicants for safety-sensitive positions be conditioned on the applicant's ability to pass a mandated physical examination which includes a drug screen. Failure to pass pre-employment screening will result in withdrawal of a conditional offer of employment. Refusal to sign the appropriate release and consent forms for testing, or any failure to provide a valid specimen for testing will be regarded as a failed test, thereby rendering the applicant disqualified for employment.

Any employee convicted of violating any criminal drug statute occurring at the workplace must notify the Borough Clerk, in writing, of said conviction no later than five (5) days after such conviction.

If an applicant has any questions regarding this Policy, additional information may be requested from the Borough Clerk.

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING BELOW

I certify that all the information provided by me in connection with my application is true and complete. I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or if hired, termination. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S. I authorize the Borough of Sea Bright to contact any of the persons or organization referenced in this application. I authorize the references and contacts provided to give the Borough of Sea Bright all information concerning my previous employment, education, or any other pertinent information they might have with regard to any of the subjects covered by this application.

Also, as a condition of employment, I agree to comply with requests for drug testing, fingerprinting and background checks as required by the Borough of Sea Bright.

SIGNATURE

DATE