



Employment Application
The Township of West Windsor
P.O. Box 38
West Windsor, New Jersey 08550
(609) 799-2400
www.westwindsortwp.org

Applicant Information:

(Last)

(First)

(Middle)

Name: _____

Address: _____

City/Town: _____

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

Email Address: _____

Position applied for: _____

Have you ever applied to the Township of West Windsor before: ___ Yes ___ No

If yes, give date _____

Date you can start: _____ Salary desired: _____

Are you available to work: ___ Full time ___ Part time ___ Shift work ___ Temporary

Are you currently employed: ___ Yes ___ No If yes, may we contact you at work: ___ Yes ___ No

May we contact your current employer: ___ Yes ___ No

Are you currently on layoff status and 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.)

Have you ever pleaded guilty or been found guilty of a crime or disorderly persons offense: _ Yes _ No

Employment is conditional upon the results of the criminal background check. An answer of "Yes" may disqualify you from employment depending upon the circumstances involved. If "Yes", please explain: _____

The Township of West Windsor is an Equal Opportunity Employer M/F

Employment History:

This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. 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:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's Name: _____ Phone Number: () _____ May we contact for a reference: ___Yes ___No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's Name: _____ Phone Number: () _____ May we contact for a reference: ___Yes ___No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's Name: _____ Phone Number: () _____ May we contact for a reference: ___Yes ___No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's Name: _____ Phone Number: () _____ May we contact for a reference: ___Yes ___No			

Comments:

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 you have known for at least one year that we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:

Understandings and Agreements:

As an applicant for a position with the Township of West Windsor, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Township of West Windsor later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Township of West Windsor the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the Township of West Windsor the right to secure additional job-related information about me. I release the Township of West Windsor and its representatives from all liability for seeking such information. I understand that the Township of West Windsor is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Township of West Windsor will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that the Township of West Windsor may terminate me at any time in accordance with its established policies and procedures. No representatives of the Township of West Windsor may make any assurances to the contrary. I 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. I understand that in accordance with P.L. 70 2011 Chapter 70, "every person holding an office, employment or position" in the State of New Jersey shall have their "principal residence" in the State of New Jersey." Employees hired after September 1, 2011 shall establish residency within one year or shall be deemed unqualified for holding the office, employment or position.

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

Applicants

Signature _____ Date _____