## Employment Application

**City of Pleasantville**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name: | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| Last | | | | | | | | | | | | | | | | | | | | | First M.I. | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| Address: | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| Street Address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Apartment/Unit # | | | | | | |
|  | | | | City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | State | | ZIP Code | | | | | |
| Phone: | ( ) | | | | | | | | | | | | | | | | | | | | | | | | | | | How long have you lived at the above address? | | | | | | | | | | | | | | | | |  | | | | | | |
| Date Available: | | | | | | |  | | | | | | | | Desired Salary: | | | | | | | | $ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Position Applied for: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you a citizen of the United States? | | | | | | | | | | | | | | | | | | | YES | | | | | NO | If no, are you authorized to work in the U.S.? | | | | | | | | | | | | | | | | | | YES | | | | | | | NO |
| Have you ever worked for this company? | | | | | | | | | | | | | | | | | | | YES | | | | | NO | If so, when? | | | | | | | | | | |  | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School: | | | | | |  | | | | | | | | | | | | | | | | Address: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| From: |  | | | | | | | | To: | | | |  | | | | Did you graduate? | | | | | | | | | | | YES | | | | | NO | | | | | Degree: | | | | | | |  | | | | | | |
| 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:  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: | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | | | | | | | | | | | | | | | | YES | | | | | | | | NO | | | | | |  | | | | | | | | | | | | |
| Company: | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | Phone: | | | | | | | | ( ) | | | | | | | | | | | |
| Address: | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | Supervisor: | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| Job Title: | | | | | | | |  | | | | | | | | | | Starting  Salary: | | | | | | | | | | | | $\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | Ending Salary: | | | | | | | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Responsibilities: | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: |  | | | | | | | | | | | To: | |  | | | | | Reason for Leaving: | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | | | | | | | | | | | | | | | | YES | | | | | | | | NO | | | | | |  | | | | | | | | | | | | |
| Company: | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | Phone: | | | | | | | | ( ) | | | | | | | | | | | |
| Address: | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Supervisor: | | | | | | | | | |  | | | | | | |
| Job Title: | | | |  | | | | | | | | | | | | | | | | Starting Salary: | | | | | | | | | $ | | | | | | | | | | | | | Ending Salary: | | | | | | | $ | | |
| Responsibilities: | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: |  | | | | | | | | | | | To: | |  | | | | | Reason for Leaving: | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | | | | | | | | | | | | | | | | YES | | | | | | | | NO | | | | | |  | | | | | | | | | | | | |
| What foreign languages do you speak?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Read\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Write\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MILITARY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Branch: | |  | | | | | | | | | | | | | | | | | | | From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rank at Discharge: | | | | | | | | | | |  | | | | | | | | | | | | | | | | Type of Discharge: | | | | | | | | | | | | | | | | | |  | | | | | | |
| If other than honorable, explain: | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **As an applicant for a position with the City of Pleasantville, 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 City later discovers that**  **information on this form was incomplete, untrue, or inaccurate. I give the City of Pleasantville 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 City the right to secure**  **additional job-related information about me. I release the City and its representatives from all**  **liability for seeking such information. I understand that the City of Pleasantville is an**  **equal-opportunity employer and does not discriminate in its hiring practices. I understand that the**  **City 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 City may terminate me at**  **any time in accordance with its established policies and procedures and subject to collective**  **bargaining agreements, and the Civil Service Act of NJ. No representatives of the City 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. *For your application to be considered, you must sign and date below.***  I certify that my answers are true and complete to the best of my knowledge.  If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature: | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Date: |  | | | | | |