



# The Township of Green Brook EMPLOYMENT APPLICATION

Attn: Administrator's Office  
111 Greenbrook Road, Green Brook, NJ 08812  
ADA/EOE

The Township of Green Brook considers applicants for all positions without regard to age, race, creed, color, national origin, ancestry, marital or veteran status, gender, affectional or sexual orientation, domestic partnership status, disability, or any other characteristic protected from discrimination by law.

(PLEASE CLEARLY PRINT OR TYPE ALL INFORMATION)

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

Position(s) Applying For: \_\_\_\_\_  
(or type of work sought, or department of interest)

**A RESUME IS NOT A SUBSTITUTE FOR COMPLETING THIS FORM IN ITS ENTIRETY.**

### Instructions for completing this application:

- Resumes can be submitted with the application, however, all questions on this application must be fully answered. Do not indicate "See Resume" on any part of this application and leave sections blank. This application requests more information than a resume provides.
- If a question does not apply, please write N/A.
- Please indicate the specific position for which you are applying. If you are not applying for a specific job opening, please indicate of the type of work desired (ex. administrative, management) and/or the department of interest (ex. Clerk, Public Works).
- Do not abbreviate the name of your employers or education. Provide complete addresses and telephone numbers for all employers, references, and educational institutions.
- Be sure to sign and date the last page of this application in the Applicant's Statement section.
- Faxed and emailed applications are not accepted – if the employment application is faxed or emailed, it must be followed up with a hard copy via regular mail.
- To be considered for a specific posting, all applications must be received by the Township Administrator by the deadline date and time listed in the ad.

All information obtained will be kept confidential and will be provided only to persons involved in the screening and hiring process.

**PLEASE NOTE: Due to the large number of applications we receive only those candidates being considered for an interview will be contacted.**

### DO NOT WRITE BELOW THIS LINE - FOR PERSONNEL DEPARTMENT USE ONLY

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Position applied for is open?  Yes  No

Comments \_\_\_\_\_

\_\_\_\_\_

Date Received (Date stamped)
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**Personal Information**

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone #s</b>		<b>Social Security #</b>	
<b>Email address</b>			

How did you learn about this position?

- Newspaper Advertisement; please list publication \_\_\_\_\_
- Website     Relative/friend/etc.     Inquiry     Employment Agency
- Other (please specify) \_\_\_\_\_

If you are under 18 years of age, can you provide the necessary proof of your eligibility to work?     Yes     No

Have you ever been employed by  or previously applied for employment with  the Township of Green Brook? If so, please check the appropriate box above and supply the following information:

Month/Year Applied or time period worked \_\_\_\_\_ Dept Worked for \_\_\_\_\_

Are you currently employed?  Yes     No

May we contact your current employer?  Yes     No

Are you legally eligible to work in the United States?  Yes     No  
 Proof of employment eligibility will be required upon employment

Date available to begin work \_\_\_\_/\_\_\_\_/\_\_\_\_    Desired salary \$\_\_\_\_\_

Are you currently on lay-off+status, subject to recall?  Yes     No

What is your availability to work:     Full Time  
    Part Time (please indicate Mornings Afternoon  
    Temporary (please indicate available dates \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_)

Can you travel if a job requires it?  Yes     No

Do you have any relatives that are currently employed by the Township, to your knowledge?  Yes     No

If yes, name & position: \_\_\_\_\_

Have you ever been educated or worked under a different name?  Yes     No

If yes, what name? \_\_\_\_\_

**Complete this section if driving is an essential part of the job for which you are applying.**

Do you have a valid driver's license?  Yes  No

State of Issuance: \_\_\_\_\_ License Number: \_\_\_\_\_

Please sign to indicate your authorization for the Township to perform a record check of your driver's license, upon an offer of employment by the Township.

\_\_\_\_\_

**Complete this section if the job for which you are applying requires that you possess a Commercial Driver's License:**

Do you have a valid Commercial Driver's License?  Yes  No

Commercial Driver's License Number: \_\_\_\_\_

Have you tested positive or refused to test on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years?

Yes  No

Please sign to indicate your authorization for the Township to perform a record check of your Commercial Driver's License, upon an offer of employment by the Township.

\_\_\_\_\_

**Education and Training**

	<b>Name &amp; Complete Address of School</b>	<b>Course of Study</b>	<b># of Years Complete</b>	<b>Did you graduate?</b>	<b>Diploma or Degree (Please be specific)</b>
High School				YES <input type="checkbox"/>	
Undergraduate				YES <input type="checkbox"/>	
Graduate				YES <input type="checkbox"/>	
Technical, Other (please specify)				YES <input type="checkbox"/>	

Describe any specialized skills, training, apprenticeship(s), and/or extracurricular activities that you have, have performed or been involved with. *(You can exclude membership that would indicate any characteristic protected from discrimination by law.)*

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List any professional, trade, business or civic activities and offices held. *(You can exclude membership that would indicate any characteristic protected from discrimination by law.)*

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### Employment History

List below all organizations you have worked for, regardless of length of service. Include part-time as well as full-time employment and military experience. Record present or most recent employer first and continue in reverse chronological order. Do not omit any employer. If the HR Department for an employer is located at another site, please also provide that complete location address and telephone number. If the company has closed the location where you worked or if the company has been sold to another company, please provide a location where this employment can be verified. Attach additional pages if needed.

Start Date	End Date	Employer Name, <u>Complete Address</u> & Tele. Number
Starting Salary \$	Ending Salary \$	
Hourly or Salary?	Hourly or Salary?	Tele. #: (        )        -
Job Title	Supervisor Name & Title	Nature of work performed/Job Responsibilities
Reason for leaving	Can we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Start Date	End Date	Employer Name, <u>Complete Address</u> & Tele. Number
Starting Salary \$	Ending Salary \$	
Hourly or Salary?	Hourly or Salary?	Tele. #: (        )        -
Job Title	Supervisor Name & Title	Nature of work performed/Job Responsibilities
Reason for leaving	Can we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Start Date	End Date	Employer Name, <u>Complete Address</u> & Tele. Number
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Hourly or Salary?	Hourly or Salary?	Tele. #: (        )        -
Job Title	Supervisor Name & Title	Nature of work performed/Job Responsibilities
Reason for leaving	Can we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Applicant's Statement**

I certify that all information I have provided in this Employment Application is true and complete. I authorize the Township of Green Brook, its representatives, employees and agents to investigate all statements contained in this Employment Application as may be necessary in arriving at an employment decision. I also authorize the Township of Green Brook, its representatives, employees and agents to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby release the Township of Green Brook, its representatives, employees and agents from any liability for seeking, gathering and using such information in the employment process; I hereby release all other persons, corporations or organizations from any liability for furnishing such information about me.

I certify that the information provided herein is truthful and I further understand that the discovery of any misrepresentation, falsity or omission of fact in this application will result in the rejection of my employment application, or in the event of employment, provide cause for termination of employment.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Township of Green Brook is at will which means that an employee can resign at any time and the Township of Green Brook may discharge an employee at any time with or without cause. Additionally, I understand that this Employment Application does not constitute an agreement or contract for employment for any specific period or definite duration. It is also understood that this ~~at~~ will+employment relationship may not be changed by any written document, assurances to the contrary or implied oral or written agreements unless it is specifically acknowledged in writing by the Administrator of the Township of Green Brook.

This Employment Application will remain active for 90 days.

I understand that if employed by the Township of Green Brook, I must abide by all of its rules and regulations.

I certify that I have read, understand, and accept all terms of this Application and Statement.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

<b>FOR PERSONNEL DEPARTMENT USE ONLY</b>
Remarks: _____
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