

TOWNSHIP OF MEDFORD

17 North Main Street
Medford , NJ 08055

Employment Application:

Date: _____

Applicant Information:

Name (Last, First, Middle): _____

Address: _____

City/Town: _____

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

Social Security Number: _____

Position applied for: _____

Have you ever applied to the Township of Medford before: _____ Yes _____ No

If yes, give date _____

Date you can start: _____ Salary desired: _____

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

Are you currently employed: ___ Yes ___ No

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 been found guilty of a crime; disorderly persons offense; or a municipal ordinance that would bear a relationship to this job.

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 below.

The Township of Medford 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: _____

Address: _____

Date started: _____ Date left: _____

Starting Salary: _____ Final Salary: _____

Job Title: _____

Reason for leaving: _____

Supervisor's name and phone number: _____

May we contact for a reference: _____ Yes _____ No

Employer: _____

Address: _____

Date started: _____ Date left: _____

Starting Salary: _____ Final Salary: _____

Job Title: _____

Reason for leaving: _____

Supervisor's name and phone number: _____

May we contact for a reference: _____ Yes _____ No

Employer: _____

Address: _____

Date started: _____ Date left: _____

Starting Salary: _____ Final Salary: _____

Job Title: _____

Reason for leaving: _____

Supervisor's name and phone number: _____

May we contact for a reference: _____ Yes _____ No

Employer: _____

Address: _____

Date started: _____ Date left: _____

Starting Salary: _____ Final Salary: _____

Job Title: _____

Reason for leaving: _____

Supervisor's name and phone number: _____

May we contact for a reference: _____ Yes _____ No

Comments: _____

Education: Provide information on your formal schooling and education. Please tell us the highest grade you have completed and the names of all schools attended.

Elementary: _____ Graduated: Yes/No

High School: _____ Graduated: Yes/No Field: _____

College: _____ Graduated: Yes/No Field: _____

Other: _____ Graduated: Yes/No Field: _____

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 whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address: Phone Number: Years Known:

1. _____
2. _____
3. _____

Understandings and Agreements:

As an applicant for a position with the Township of Medford , 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 Medford later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Township of Medford 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 Medford the right to secure additional job-related information about me. I release the Township of Medford and its representatives from all liability for seeking such information. I understand that the Township of Medford is an equal opportunity employer and does not discriminate in its hiring practices. I understand that the Township of Medford 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 Medford may terminate me at any time in accordance with its established policies and procedures no representatives of the Township of Medford may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, or drug. I also understand that some positions may involve complete background and criminal checks.

Applicant's Signature _____ Date _____