



BOROUGH OF MADISON EMPLOYMENT APPLICATION

Hartley Dodge Memorial, 50 Kings Road
Madison, NJ 07940
Attn: Personnel Dept.
ADA/EOE

The Borough of Madison 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 seeking, 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 then leave sections blank. This application requests more information than can be obtained from a resume.
- 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 provide some indicator of the type of work for which you are looking (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.
- Applications via email are accepted by emailing the entire application to HR@rosenet.org.
- In order to be considered for a specific posting, all applications must be received by the Personnel Department by the deadline date and time listed in the ad.

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

PLEASE NOTE: Due to the large number of applications we receive, only those candidates being considered for an interview will be contacted. Calls will not be returned to confirm receipt of applications.

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

Position applied for is open? Yes No

Comments _____

Date Received (Date stamped by Borough Clerk's office or Purchasing/Personnel Dept only.)

Personal Information

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

How did you learn about this position?

- Newspaper Advertisement; please list publication _____
- Borough of Madison 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 Borough of Madison? 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 able to provide proof of your eligibility 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 (please indicate shift 1 2 3)
 Part Time (please indicate Mornings Afternoon Evenings)
 Temporary (please indicate available dates ____/____/____ - ____/____/____)

Can you travel if a job requires it? Yes No

Education and Training

	Name & Complete Address of School	Course of Study	# of Years Complete	Did you graduate?	Diploma or Degree (Please be specific)
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.)

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.)

Additional Information

Please provide any additional job-related skills, specialized skills, qualifications, experience and/or information you would like to provide that may be helpful to us in considering your application.

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING OR HAVE RECEIVED A COPY OF THE JOB DESCRIPTION.

With or without reasonable accommodation, are you able to perform in a reasonable manner the activities involved in the job for which you are applying? A review of the activities involved in the job you are applying for has been given or advised. Yes No

Business References

References requested must be business/work references. (**Do NOT provide relatives, friends and those mentioned elsewhere in this application.**) Please provide three. These references will be contacted after an interview, if you are being seriously considered for employment. If for some reason you do not have three business/work references, please indicate as such below.

1.	Name, <u>Complete Address</u> & Telephone # () -	Relationship
2.	Name, <u>Complete Address</u> & Telephone # () -	Relationship
3.	Name, <u>Complete Address</u> & Telephone # () -	Relationship

Employment History

Please list all employment, including military service and self-employment. Start with your current or most recent 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
Job Title	Supervisor Name & Title	
Reason for leaving	Can we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Tele. #: () - Nature of work performed/Job Responsibilities

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

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

Applicant's Statement

I certify that all information I have provided in this Employment Application is true and complete. I authorize the Borough of Madison, its representatives, employees or agents to investigate all statements contained in this Employment Application as may be necessary in arriving at an employment decision. I also authorize the Borough of Madison, its representatives, employees or 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 Borough of Madison, its representatives, employees or 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 any information provided by me that is found to be false or misleading in any respect will be sufficient cause to cancel further consideration of this application and/or immediately discharge me from the Borough of Madison's employment, whenever it is discovered.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Borough of Madison is of an 'at will' nature, which means that the Employee can resign at any time and the Borough of Madison may discharge the 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 Borough Administrator of the Borough of Madison.

This Employment Application will remain active for 90 days.

I understand that if employed by the Borough of Madison 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

FOR PERSONNEL DEPARTMENT USE ONLY
Remarks: _____

