APPLICATION FOR EMPLOYMENT

DEAL, NEW JERSEY

190 Norwood Avenue, P.O. Box 56
Deal, N.J. 07723
732-531-1454

An EQUAL OPPORTUNITY EMPLOYER with
an established AFFIRMATIVE ACTION PROGRAM

PERSONAL (Please print clearly) Date:

Last First Middle Init.

Name

Number Street City State Zip Code Tel. No.

Address

Are you a citizen of the U.S.? Yes ❒ No ❒

If no, are you a resident alien? Yes ❒ No ❒

If no, please specify what type of visa or work permit you have:

Valid New Jersey Drivers License? If under 18 years of age, please give date of birth.

Yes ❒ No ❒ Month/day/year: / /

Do You Have a Valid NJ Commercial Driver's License (CDL)? Yes ❒ No ❒ Class Endorsements

Do you possess the ability to perform the essential job functions of the position for which you are applying. Yes ❒ No ❒

If no, please explain.

(A job description is available for your review).

Have you been in U.S. Military Service? Yes ❒ No ❒ If yes, Branch

Duties while on active service:

POSITION

Job applied for: When can you start?

List and describe any internships, licenses, certifications or registrations connected with your profession or trade.
(Give name of state in which license, certification or registration is held.)

Have you any previous New Jersey State, County or Municipal employment?

Yes ❒ Permanent ❒ Employer: Date:

No ❒ Temporary ❒ Department: Job Title:

EDUCATION AND TRAINING

School	Name/Address	Years Attended	Did you graduate	Number of Credits Earned	Type of Degree
High					
College					
Business, Trade, etc.					

Machines operated and/or special skills:

Please continue form on other side

Typing? Yes ❒ No ❒ Approx. Speed _____ Shorthand? Yes ❒ No ❒ Approx. Speed _____

EMPLOYMENT HISTORY (List most recent employer first)

Present or last employer	Address	Time Employed Mo. Yr. to Mo. Yr.
Your title and duties	Reason for leaving	
Previous employer	Address	Time Employed Mo. Yr. to Mo. Yr.
Your title and duties	Reason for leaving	
Previous employer	Address	Time Employed Mo. Yr. to Mo. Yr.
Your title and duties	Reason for leaving	

❒ Check here if you DO NOT want us to contact PRESENT EMPLOYER

REFERENCES (Do not give relatives or former employers as references)

Name	Address	Telephone	Business or Occupation	Known How Long?

Give name(s) of any relative and/or friend working for Borough of Deal, or have worked for the Borough of Deal in the past:	In what department do they work?

ADDITIONAL INFORMATION:

NOTE TO APPLICANT: Please provide references upon request. This application will be kept on file for one year only. If employed, this application will become part of your permanent file. If employed, you give the Borough the right to investigate information you've provided and the right to secure additional job-related information. You also release the Borough and its representatives from all liability for seeking such information.

I HEREBY CERTIFY that the statements made by me in this application are true, complete and correct to the best of my knowledge. I understand that any falsification would disqualify me from consideration for a position or constitute grounds for dismissal.

I UNDERSTAND that as a condition of employment, I may be subject to a multi-state criminal background check, and I may be required to pass a physical, psychological and/or Drug/Alcohol Screen to determine my ability to perform job related functions, and any future examinations as required by the Borough.

Date of Application _____ Signature of Applicant _____

Borough of Deal is an equal employment opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, creed, color, national origin, sex, affectional or sexual orientation, age, marital status, religion, or disability, except where a particular qualification is specifically permitted and is essential to successful job performance. In reading and answering the foregoing questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any non-job related information. This application will be given complete consideration, but it's receipt does not imply that the applicant will be employed. V.5-2-25JM