

# Township of Quinton

P.O. Box 65

Quinton, New Jersey 08072

## Employment Application

### An Equal Opportunity Employer

The Township of Quinton is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

*Please print and fill out all sections*

### Applicant Information

Applicant Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Other \_\_\_\_\_

Email Address \_\_\_\_\_

### Current Address:

Number and street \_\_\_\_\_

City \_\_\_\_\_

State & Zip \_\_\_\_\_

How were you referred to the Township of Quinton?: \_\_\_\_\_

### Employment Positions

Position(s) applying for: \_\_\_\_\_

**Are you applying for:**

- Temporary work – such as summer or holiday work?  Y or  N
- Regular part-time work?  Y or  N
- Regular full-time work?  Y or  N

What days and hours are you available for work? \_\_\_\_\_

If applying for temporary work, when will you be available?  
\_\_\_\_\_

If hired, on what date can you start working? \_\_\_ / \_\_\_ / \_\_\_

Can you work on the weekends?  Y or  N

Can you work evenings?  Y or  N

Are you available to work overtime?  Y or  N

Salary desired: \$ \_\_\_\_\_

**Personal Information:**

Have you ever applied to / worked for the Township of Quinton before?  Y or  N  
If yes, please explain (include date): \_\_\_\_\_

Do you have any friends, relatives, or acquaintances working for Company?  Y or  N  
If yes, state name & relationship: \_\_\_\_\_

If hired, would you have transportation to/from work?  Y or  N

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.)  Y or  N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States?  Y or  N

If hired, are you willing to submit to and pass a controlled substance test?  Y or  N

Do you possess a current driver's license?  Y or  N

Do you possess a current commercial driver's license?  Y or  N

Please list any and all endorsements/restrictions on your driver's license:

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Can you provide a copy of your driver's abstract which is no more than 60 days old?  Y or  N (If no driver's abstract, the Township of Quinton shall obtain one.)

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation?  Y or  N

If no, describe the functions that cannot be performed

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*(Note: The Township of Quinton complies with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)*

Have you ever been convicted of a criminal offense (felony, misdemeanor, indictable offense, disorderly persons offense or municipal ordinance offense)?  Y or  N

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case. \_\_\_\_\_

*(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)*

### **Education, Training and Experience**

#### **High School:**

School name: \_\_\_\_\_

School address: \_\_\_\_\_

School city, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_

Did you graduate?  Y or  N

Degree / diploma earned: \_\_\_\_\_

**College / University:**

School name: \_\_\_\_\_  
School address: \_\_\_\_\_  
School city, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_  
Did you graduate?  Y or  N  
Degree / diploma earned: \_\_\_\_\_

**Vocational School:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_  
Did you graduate?  Y or  N  
Degree / diploma? : \_\_\_\_\_

**Military:**

Branch: \_\_\_\_\_  
Rank in Military: \_\_\_\_\_  
Total Years of Service: \_\_\_\_\_  
Skills/duties: \_\_\_\_\_  
Related details: \_\_\_\_\_

**Additional Information**

Do you speak, write or understand any foreign languages?  Y or  N

If yes, describe which languages(s) and how fluent of a speaker you consider yourself to be. \_\_\_\_\_

Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us?  
 Y or  N

If yes, please explain \_\_\_\_\_

**Employment History**

Are you currently employed?  Y or  N

If you are currently employed, may we contact your current employer?  Y or  N

Below, please describe past and present employment positions, dating back ten years. Please account for all periods of unemployment. **Even if you have attached a resume, this section must be completed.**

Name of Employer: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Business Type: { \_\_\_\_\_  
Address: \_\_\_\_\_  
City, state, zip: \_\_\_\_\_

Length of Employment (Include Dates): \_\_\_\_\_  
Position & Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_  
May we contact this employer for references?  Y or  N

Name of Employer: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Business Type: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, state, zip: \_\_\_\_\_

Length of Employment (Include Dates): \_\_\_\_\_  
Position & Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_  
May we contact this employer for references?  Y or  N

Name of Employer: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Business Type: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, state, zip: \_\_\_\_\_

Length of Employment (Include Dates): \_\_\_\_\_  
Position & Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_  
May we contact this employer for references?  Y or  N

## References

List below three persons who have knowledge of your work performance within the last five years. Please include professional references only.

Name - First, Last: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, state, zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Number of Years Acquainted: \_\_\_\_\_

Name - First, Last: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, state, zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Number of Years Acquainted: \_\_\_\_\_

Name - First, Last: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, state, zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Number of Years Acquainted: \_\_\_\_\_

### **Please Read and Initial Each Paragraph, then Sign Below**

As an applicant for a position with the Township of Quinton, 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 later discovers that information on this form was incomplete, untrue or inaccurate. I give the Township of Quinton the right to investigate the information I have provided, or any other information the Township deems necessary in its sole discretion and talk with former employers (except where I have indicated they may not be contacted.) I give the Township of Quinton the right to secure additional job-related information about me including, but not limited to, criminal background checks, driver's abstracts, credit reports, civil judgment searches, bankruptcy searches, child support search and anything else the Township deems necessary. I release the Township of Quinton and its representatives from all liability for seeking such information. I understand that the Township of Quinton is an equal opportunity employer and does not discriminate in its hiring practices. I understand that Township 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 may terminate me at any time in accordance

with its established policies and procedures. No representatives of the Township of Quinton 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.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

I permit the company to examine my references, record of employment, education records, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers & all other persons, corporations, partnerships & associations from any & all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please be advised that all offers of employment are conditioned on the applicant passing a mandatory criminal background check and drug test. Additionally, it is understood by the Applicant that the Township of Quinton shall continue to perform investigations and background checks, even after the Applicant has been offered employment, and the Township reserves the right to separate the Applicant from employment if the Township later discovers information that would have otherwise barred the Applicant from employment if the Township was aware of this information prior to hiring the Applicant. A pre-employment physical may also be required. Pursuant to our personnel policy, all job applicants are required to sign a consent form for drug testing and if the test results are positive and are not accounted for by the legal use of prescription or non-prescription drugs that applicant shall be ineligible for hire unless they can establish a legal basis for the use of the drug or controlled substance for which they test positive.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_