

# BOROUGH OF METUCHEN

500 MAIN STREET  
METUCHEN, NJ 08840



Qualified applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, the presence of non-job related medical condition or disability, or any other characteristic protected under federal, state, or local law.

## Name and Address

First Name:	MI:	Last Name:
Mailing Address:		
City, State, and Zip Code:		
Phone (home):	Phone (cell):	
Email:	Date:	

## Job Type

Position Applying for:			
Date you can start:		Salary Desired:	
Are you available to work...	Full-time	Part-time	Seasonal

## Additional Information

Have you ever been employed by this organization in the past?	Yes	No
Are you legally eligible for employment in this country? (Proof of U.S. Citizenship or Immigration status will be required upon employment)	Yes	No
Are you currently on "lay-off" status and subject to recall?	Yes	No
Do you have a valid N.J. Driver's License?	Yes	No
Do you have a CDL License?	Yes	No
Are you related to any Borough of Metuchen Employees?	Yes	No
If yes, who?	Relationship:	

**Education**

School	Location (mailing address)	Years Completed	Major	Degree or Diploma
--------	----------------------------	-----------------	-------	-------------------

**High School**


**College or Business / Trade School**


**Military**

Have you ever been in the Armed Forces?	Yes	No	Date Entered
Are you now a member of the National Guard?	Yes	No	Discharge Date

Specialty

----------------------

## Work Experience

*Please list ALL work experience beginning with your most recent job held. Attach additional sheets, if necessary.*

Company	Job title
Address	Start Date
City, State, and Zip Code	End Date
Phone Number	Name of last supervisor
Reason for leaving (be specific)	
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.	
May we contact this employer?      Yes      No	

Company	Job title
Address	Start Date
City, State, and Zip Code	End Date
Phone Number	Name of last supervisor
Reason for leaving (be specific)	
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.	
May we contact this employer?      Yes      No	

**Work Experience (continued)**

Company	Job title
Address	Start Date
City, State, and Zip Code	End Date
Phone Number	Name of last supervisor
Reason for leaving (be specific)	
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.	
May we contact this employer?      Yes      No	

Company	Job title
Address	Start Date
City, State, and Zip Code	End Date
Phone Number	Name of last supervisor
Reason for leaving (be specific)	
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.	
May we contact this employer?      Yes      No	

### Work Experience (continued)

Company	Job title
Address	Start Date
City, State, and Zip Code	End Date
Phone Number	Name of last supervisor
Reason for leaving (be specific)	
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.	
May we contact this employer?      Yes      No	

### References

*Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employers.*

1.

2.

3.

### Special Skills & Experience

*Please state any special skills, experience, training, licenses, certifications, or other factors that make you especially qualified for the position which you are applying for.*

## Understandings and Agreements

As an applicant for the position with the Borough of Metuchen, 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 Borough of Metuchen later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Borough of Metuchen the right to investigate the information I have provided and talk with former employers (except where I have indicated they may not be contacted). I give the Borough of Metuchen the right to secure additional job-related information about me. I release the Borough of Metuchen and its representative from all liability for seeking such information. I understand that the Borough of Metuchen is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough of Metuchen 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 Borough of Metuchen may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough of Metuchen 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 positions involving public safety, public works, and access to confidential information may also involve complete background and criminal checks.

---

Print name

Applicant's signature

Date

## Conditions of Employment

Please be advised that all offers of employment are conditional on the applicant passing a mandatory criminal background check and may include a drug screening. A pre-employment physical may also be required. As a condition of employment with the Borough of Metuchen, all employees must agree to abide by the terms of the Drugs and Alcohol Policy as outlined in our personnel policies and procedures manual.

***For your application to be considered, you must print your name, sign, and date below.***

---

Print name

Applicant's signature

Date