

Borough of Metuchen Police Department

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

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College or Business / Trade School

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Military

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|---|---------------------------------|--------------------------------|----------------|
| Have you ever been in the Armed Forces? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Date Entered |
| Are you now a member of the National Guard? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Discharge Date |

Specialty

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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 <input type="checkbox"/> | |

| | |
|--|-------------------------|
| 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 <input type="checkbox"/> | |

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