

TOWNSHIP OF MILLSTONE

PRE-EMPLOYMENT APPLICATION



In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, handicap or marital status.

Date of Application _____

Position(s) Applied For _____

Referral Source Advertisement Friend Relative
 Other

Name _____ Social Security No. _____
Last First MI

Address _____
Street City State Zip

Telephone No _____

Have you filed an application or been employed here before? Yes No

If yes, list dates: _____

Are you a citizen of the United States or an alien lawfully permitted to work in the U.S.? Yes No

Are you available to work? Full Time Part Time

Are any of your friends or relatives employed by the Township of Millstone? Yes No

Are you on lay-off and subject to recall? Yes No

Drivers License Yes No

Commercial Driver's License Yes No Class Endorsement

Driver's License No. _____ State of Issue _____

Expiration Date _____

Millstone Township prohibits smoking in all Township Buildings, facilities as well as Township owned vehicles.

Do you have any mental, medical impairment or disability which might limit your ability to perform job-related duties?

Yes

No

If yes, please explain _____

Do you require Health Benefits? Yes No

Single Member/Spouse Member/Child Family

Have you brought any law suits against any municipality at any time?

Yes

No

If yes, please explain _____

Are you a Veteran? Yes No Serial No. _____

If yes, what branch of military service? _____ Rank _____

Please provide Name, Address, and Phone No. of three references not related to you.

_____	_____	_____
_____	_____	_____
_____	_____	_____

Education:

What is the highest year of school completed?

Describe specialized training, apprenticeship, skills and extracurricular activities.

Employment Experience

List each job held. Start with your present or most recent job.
Include military service assignments and volunteer activities.

1 Employer	Dates		Job Duties
	From	To	
	Address		
	Job Title		
	Supervisor		
	Hourly Rate / Salary		
	Starting	Final	
Reason for Leaving			
2 Employer	Dates		Job Duties
	From	To	
	Address		
	Job Title		
	Supervisor		
	Hourly Rate / Salary		
	Starting	Final	
Reason for Leaving			
3 Employer	Dates		Job Duties
	From	To	
	Address		
	Job Title		
	Supervisor		
	Hourly Rate / Salary		
	Starting	Final	
Reason for Leaving			
4 Employer	Dates		Job Duties
	From	To	
	Address		
	Job Title		
	Supervisor		
	Hourly Rate / Salary		
	Starting	Final	
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Summarize special skills and qualifications acquired from previous employment or other experience.

AGREEMENT

I certify that answers given within are true and complete to the best of my knowledge.

In the event of my employment, I understand that false or misleading information given in my application or interview (s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Township of Millstone.

In consideration of my employment, I agree my employment and compensation can be terminated with or without cause and with or without notice at anytime at the option of Millstone Township or myself.

I also understand that a valid New Jersey Driver's License is a condition of employment with Millstone Township. Loss of driving privileges can result in termination of employment.

Signature of Applicant

Date

CONSENT TO PROCUREMENT OF CONSUMER CREDIT REPORT

I understand that, as a condition of my consideration for employment with the Township of Millstone, or as a condition of my continued employment with the Township of Millstone, the Township of Millstone may obtain a consumer report that includes, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, DMV records, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness.

I hereby authorize and consent to the Township of Millstone's procurement of such a report. I understand that, pursuant to the federal Fair Credit Reporting Act, the Township of Millstone will provide me with a copy of any such report if the information contained in such report is, in any way, to be used in making a decision regarding my fitness for employment with the Township of Millstone. I further understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting agency that produced the report.

Signature of Applicant or Employee Date

Printed Name of Applicant or Employee

Applicant's Statement – READ CAREFULLY BEFORE SIGNING - IF YOU ARE HIRED, THE FOLLOWING BECOMES PART OF YOUR OFFICIAL EMPLOYMENT RECORD AND PERSONNEL FILE.

I understand this employment application is not a promise of an offer of employment. I further understand that should I receive and accept an offer of employment, my employment does not constitute any form of contract, implied or expressed, and such employment will be terminable at will either by myself or the Township of Millstone upon notice of one party to the other. My continued employment would be dependent on satisfactory performance and continued need for my services as determined by the Township of Millstone.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for are grounds for a refusal to offer employment or a cause of dismissal if hired.

I AGREE THAT ANY CLAIM OR LAWSUIT RELATING TO MY SERVICE WITH THE TOWNSHIP OF MILLSTONE MUST BE FILED NO MORE THAN SIX (6) MONTHS AFTER THE DATE OF THE EMPLOYMENT ACTION THAT IS THE SUBJECT OF THE CLAIM OR LAWSUIT, WITH THE ONLY EXCEPTION BEING CLAIMS SUBJECT TO INITIAL FILING WITH THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION OF THE UNITED STATES, IN WHICH CASE I AGREE THE STATUTE OF LIMITATIONS UNDER THE APPLICABLE LAW WILL APPLY. I WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY.

I WAIVE MY RIGHT TO TRIAL BY JURY IN ANY LITIGATION ARISING OUT OF, OR RELATING TO, MY EMPLOYMENT WITH THE TOWNSHIP OF MILLSTONE, INCLUDING CLAIMS OF WRONGFUL OR RETALIATORY DISCIPLINE OR DISCHARGE; CLAIMS OF AGE, SEXUAL, SEXUAL ORIENTATION, RELIGIOUS, PREGNANCY, RACIAL DISCRIMINATION, NATIONAL ORIGIN, OR GENETIC INFORMATION; CLAIMS UNDER TITLE VII OF THE CIVIL RIGHTS ACT, TITLE IX, AMERICANS WITH DISABILITIES ACT, AGE DISCRIMINATION IN EMPLOYMENT ACT, EMPLOYEE RETIREMENT INCOME SECURITY ACT, FAIR LABOR STANDARDS ACT, AND ALL OTHER APPLICABLE NON-DISCRIMINATION, EMPLOYMENT OR WAGE AND HOUR STATUTE, CLAIMS FOR BENEFITS (EXCEPT WHERE AN EMPLOYEE BENEFIT OR RETIREMENT PLAN SPECIFIES THAT ITS CLAIMS PROCEDURES SHALL CULMINATE IN AN ARBITRATION DIFFERENT FROM THIS ONE), AND CLAIMS FOR VIOLATION OF ANY STATE, FEDERAL, OR OTHER GOVERNMENTAL LAW, STATUTE, REGULATION OR ORDINANCE, EXCEPT WORKER’S COMPENSATION OR UNEMPLOYMENT COMPENSATION BENEFIT CLAIMS WHICH ARE NOT COVERED BY THIS AGREEMENT.

I agree/acknowledge that I have had a reasonable opportunity to inspect this Agreement and ask any and all questions I may have had regarding this Agreement, and that said questions, if any, were answered to my full and complete satisfaction.

I hereby sign this Agreement voluntarily, knowingly, and free from duress and coercion.

Signature of Applicant

Date

Printed Name of Applicant