**City of North Wildwood Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**901 Atlantic Avenue**

**North Wildwood, NJ 08260**

**Employment Application**

**Applicant Information:**

**Name (Last, First, Middle):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City/Town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone (Work): ( ) (Home): ( )**

**Position applied for:**

**Have you ever applied to the City before: Yes No If yes, give a date**

**Date you can start: Salary desired**

**Are you available to work: Full Time Part time Shift work Temporary**

**Are you currently employed: Yes No May we contact you at work: Yes No**

**May we contact your current employer: Yes No**

**Are you currently on layoff status and subject to recall: Yes No**

**Do you possess a current driver’s license: Yes No**

**Please list any endorsements:**

**If you are under eighteen years of age, can you provide proof of eligibility of work: Yes No**

**Are you legally eligible to work in the United States of America: Yes No**

**Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.**

**The City of North Wildwood is an Equal Opportunity Employer M/F**

Revised Oct. 2014

**Employment History: This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space in this form marked comments located on the bottom of this page.**

|  |  |  |
| --- | --- | --- |
| **Employer:**  **Address:** | **Date started: Date left:** | **Work performed/responsibilities:** |
| **Job Title:** |  |
| **Reason for Leaving:** | | |
| **Supervisor’s name and phone number:**  **May we contact for a reference: Yes No** | | |
| **Employer:**  **Address:** | **Date started: Date left:** | **Work performed/responsibilities:** |
| **Job Title:** |  |
| **Reason for Leaving:** | | |
| **Supervisor’s name and phone number:**  **May we contact for a reference: Yes No** | | |
| **Employer:**  **Address:** | **Date started: Date left:** | **Work performed/responsibilities:** |
| **Job Title:** |  |
| **Reason for Leaving:** | | |
| **Supervisor’s name and phone number:**  **May we contact for a reference: Yes No** | | |
| **Employer:**  **Address:** | **Date started: Date left:** | **Work performed/responsibilities:** |
| **Job Title:** |  |
| **Reason for Leaving:** | | |
| **Supervisor’s name and phone number:**  **May we contact for a reference: Yes No** | | |

**Comments:**

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**Education: Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any; include any formal vocational or professional education. For High school and post-secondary education, indicated any major or specialty, such as Academic, Business, or Trade.**

|  |  |  |  |
| --- | --- | --- | --- |
| **School:** | **Years Completed**  **(Circle)** | **Graduated**  **(Circle)** | **Major Field** |
| **Elementary:** | **5 6 7 8** | **Yes No** | **N/A** |
| **High:** | **1 2 3 4** | **Yes No** |  |
| **College:** | **1 2 3 4** | **Yes No** |  |
| **Other:** | **1 2 3 4** | **Yes No** |  |

**Languages: List any foreign languages you know and indicate your level of proficiency.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language:** | **Speak Some:** | **Speak Fluently:** | **Read:** | **Write:** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Special Skills & Experience: State any special skills, experience training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.**

**Comments & Additional Information: Is there any additional information about you we should consider?**

Revised Oct. 2014

**References: Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.**

|  |  |  |
| --- | --- | --- |
| **Name & Address:** | **Phone Number:** | **Years Known:** |
|  |  |  |
|  |  |  |
|  |  |  |

**Understandings and agreements:**

**As an applicant for a position with the City of North Wildwood, 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 City later discovers that information on this form was incomplete, untrue, or inaccurate. I give the City the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the City the right to secure additional job-related information about me. I release the City of North Wildwood and its representatives from all the liability for seeking such information. I understand that the City of North Wildwood is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the City 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 City may terminate me at any time in accordance with its established policies and procedures. No representatives of the City 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**

**Conditions of Employment:**

**Please be advised that all offers of employment may be conditioned on the applicant passing a mandatory criminal background check in the event the conviction will prevent the employee from being bonded or otherwise disqualified from performing the duties of the position for which the conditional offer of employment was predicated. A drug test may also be required if necessitated by the requirements of the position. A pre-employment physical may also be required. Pursuant to our personnel policy, all job applicants are required to sign this as 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 the 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. *For your application to be considered, you must sign and date below.***

**Applicant’s Signature Date**

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**Voluntary Affirmative Action Information**

**You are not required to provide this information. Provide only if you wish.**

If you provide information on this page, it will be filed separately from the job application. This information will be used only for the purposes of the affirmative action program.

**Applicant Information:**

**Name:**

**Address:**

**City/Town:**

**Phone: ( )**

**Position Applied For:**

**How did you learn about this position? Advertisement Employment Agency**

**Friend Relative Walk-in Other (Explain)**

**Information Regarding Status:**

**Gender:**

**Male**

**Female**

**Equal Employment Opportunity identification groups:**

**White**

**African-American (non-Hispanic)**

**American Indian/Alaskan native**

**Other**

**Other Protected Groups:**

**Individual with a disability**

**Vietnam-era veteran (served between 1964 and 1975)**

**Disabled veteran**

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**For City Use Only**

**Hired: Yes No Position Date**

**Which EEO job classification best describes the position for which the applicant applied?**

**1. Officials and Managers 4. Sales Workers 7. Operators (semi-skilled)**

**2. Professionals 5. Office and clerical workers 8. Laborers (unskilled)**

**3. Technicians 6. Craft workers (skilled) 9. Service workers**

**City Official Date**