



BOROUGH OF BEACHWOOD

Employment Application:

Name (Last, First, Middle): _____

Address: _____

City/Town: _____

Phone (Work): () _____ (Home/Cell): () _____

Email: _____

Social Security Number: _____

Position applied for: _____

Have you ever applied to the (local unit type) before: Yes No If yes, give date _____

Date you can start: _____ Salary desired: _____

Are you available to work: Full time Part time Temporary

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

May we contact your current employee: Yes No

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

Do you possess a current driver's license: Yes No

Do you possess a current commercial driver's license: Yes No

Please list any endorsements: _____

If you are under eighteen years of age, can you provide proof of eligibility to 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 Borough of Beachwood is an Equal Opportunity Employer M/F

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 on this form under comments located on the bottom of this page.

Employer:	Start Date: Final Date:	Job Title:
Address:	Starting Salary:	Final Salary:
Supervisor's Name:	Supervisor's Phone:	Contact for reference: Yes No
Work Performed/Responsibilities:	Reason for Leaving:	Skills/Equipment/Machines Utilized for this job:
Employer:	Start Date: Final Date:	Job Title:
Address:	Starting Salary:	Final Salary:
Supervisor's Name:	Supervisor's Phone:	Contact for reference: Yes No
Work Performed/Responsibilities:	Reason for Leaving:	Skills/Equipment/Machines Utilized for this job:
Employer:	Start Date: Final Date:	Job Title:
Address:	Starting Salary:	Final Salary:
Supervisor's Name:	Supervisor's Phone:	Contact for reference: Yes No
Work Performed/Responsibilities:	Reason for Leaving:	Skills/Equipment/Machines Utilized for this job:

Comments:

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, indicate any major or specialty, such as Academic, Business, or Trade.

School	Years Completed (circle)	Graduated (circle)	Major Field:
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 (circle)	Write (circle)
			Yes No	Yes No
			Yes No	Yes No

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?

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/Email	Years Known

Understandings and Agreements:

As an applicant for a position with the Borough of Beachwood, 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 Beachwood later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Borough of Beachwood 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 Borough of Beachwood the right to secure additional job-related information about me. I release the Borough of Beachwood and its representatives from all liability for seeking such information. I understand that the Borough of Beachwood is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough of Beachwood will make reasonable accommodations as required by the American with Disabilities Act and New Jersey Law Against Discrimination. I understand that, if employed, I may resign at any time and that the Borough of Beachwood may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough of Beachwood 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 position may involve complete background and criminal checks. *For your application to be considered, you must sign and date below.*

Applicant's Signature _____ Date _____

Voluntary Affirmative Action Information

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

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

Borough of Beachwood

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)

Hispanic

American Indian/Alaskan native

Asian/Pacific Islander

Other _____

Other protected Groups:

Individual with a disability

Vietnam-era veteran (served between 1964 and 1975)

Disabled veteran

For Borough of Beachwood 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. Operation; {semi-skilled} |
| 2. Professionals | 5. Office and clerical workers | 8. Laborers {unskilled} |
| 3. Technicians | 6. Craft workers (skilled) | 9. Service workers |

Borough Official _____ Date _____

Borough of Beachwood

**This page is for the Borough of Beachwood use only
Results of Interview**

Interviewer: _____

Date: _____ Time: _____