



# BOROUGH OF CHESTER

50 North Rd.  
Chester NJ 07930  
908-879-3660

## Employment Application

*The Borough of Chester is an Equal Opportunity Employer*

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

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

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

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Position applied for: \_\_\_\_\_

Have you ever applied to the Borough of Chester before?  Yes  No If yes, give 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 lay-off 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 18 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.

Have you ever pleaded guilty or been found guilty of a crime or disorderly persons offense?  Yes  No

Employment is conditional upon the results of a criminal background check. An answer of "Yes" may disqualify you from employment depending upon the circumstances involved. If "Yes," please explain below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EDUCATION:** Please provide information on your formal schooling and education. 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 of Study
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:		Yes No	

**LANGUAGES:** Are you bilingual? \_\_\_ Yes \_\_\_ No

Please list all languages you are proficient in.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SPECIAL SKILLS & EXPIERENCE:** 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?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL REFERENCES:** Please provide the names, addresses, and telephone numbers of 3 people whom we may contact.

Name & Address	Phone Number	Years Known
1.)		
2.)		
3.)		

**EMPLOYMENT HISTORY:** This section must be completed even if you attached a resume. List your last 4 employers by beginning with the most recent. Include any military service and explain any gaps of employment under “notes.”

<b>Employer:</b> _____	<b>Date started:</b> _____	<b>Date ended:</b> _____
<b>Address:</b> _____	<b>Starting Salary:</b> _____	<b>Ending Salary:</b> _____
<b>Job Title:</b> _____	<b>Reason for leaving:</b> _____	
<b>Work performed/responsibilities:</b> _____ _____		
<b>Supervisor’s Name &amp; Phone Number:</b> _____ <b>May we contact for a reference?</b> __Yes __No		
<b>Notes:</b> _____ _____		

<b>Employer:</b> _____	<b>Date started:</b> _____	<b>Date ended:</b> _____
<b>Address:</b> _____	<b>Starting Salary:</b> _____	<b>Ending Salary:</b> _____
<b>Job Title:</b> _____	<b>Reason for leaving:</b> _____	
<b>Work performed/responsibilities:</b> _____ _____		
<b>Supervisor’s Name &amp; Phone Number:</b> _____ <b>May we contact for a reference?</b> __Yes __No		
<b>Notes:</b> _____ _____		

<b>Employer:</b> _____	<b>Date started:</b> _____	<b>Date ended:</b> _____
<b>Address:</b> _____	<b>Starting Salary:</b> _____	<b>Ending Salary:</b> _____
<b>Job Title:</b> _____	<b>Reason for leaving:</b> _____	
<b>Work performed/responsibilities:</b> _____ _____		
<b>Supervisor’s Name &amp; Phone Number:</b> _____ <b>May we contact for a reference?</b> __Yes __No		
<b>Notes:</b> _____ _____		

<b>Employer:</b> _____	<b>Date started:</b> _____	<b>Date ended:</b> _____
<b>Address:</b> _____	<b>Starting Salary:</b> _____	<b>Ending Salary:</b> _____
<b>Job Title:</b> _____	<b>Reason for leaving:</b> _____	
<b>Work performed/responsibilities:</b> _____ _____		
<b>Supervisor’s Name &amp; Phone Number:</b> _____ <b>May we contact for a reference?</b> __Yes __No		
<b>Notes:</b> _____ _____		

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

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

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_