

# HAMPTON BOROUGH

1 Wells Ave., PO Box 418, Hampton, NJ 08827

Date: \_\_\_\_\_

We consider applications for employment for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

## Employment Application

|   |
|---|
| <b>Applicant Information:</b><br>Name (Last, First, Middle): _____<br>Address: _____<br>City/Town: _____<br>Phone (Work): ( ) _____ (Home): ( ) _____<br>Email address: _____ |
|---|

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

Have you ever applied to Hampton Borough before? Yes  No  If yes, give date \_\_\_\_\_

Date you can start: \_\_\_\_\_ Salary desired: \_\_\_\_\_

You are 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

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

Do you possess a current CDL? Yes  No

Please list any endorsements: \_\_\_\_\_

If you are under 18 years of age, can you provide proof of eligibility to work? Yes  No

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

The Borough of Hampton is an Equal Opportunity Employer

**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 marked comments located on the bottom of this page.

|  |                                  |            |
|--|----------------------------------|------------|
| Employer:  | Date started:                    | Date left: |
| Address:   | Work performed/responsibilities: |            |
| Job Title:   |                                  |            |
| Reason for leaving:  |                                  |            |
| Supervisor's name and phone number:  |                                  |            |
| May we contact for a reference: Yes <input type="checkbox"/> No <input type="checkbox"/> |                                  |            |
| Employer:  | Date started:                    | Date left: |
| Address:   | Work performed/responsibilities: |            |
| Job Title:   |                                  |            |
| Reason for leaving:  |                                  |            |
| Supervisor's name and phone number:  |                                  |            |
| May we contact for a reference: Yes <input type="checkbox"/> No <input type="checkbox"/> |                                  |            |
| Employer:  | Date started:                    | Date left: |
| Address:   | Work performed/responsibilities: |            |
| Job Title:   |                                  |            |
| Reason for leaving:  |                                  |            |
| Supervisor's name and phone number:  |                                  |            |
| May we contact for a reference: Yes <input type="checkbox"/> No <input type="checkbox"/> |                                  |            |
| Employer:  | Date started:                    | Date left: |
| Address:   | Work performed/responsibilities: |            |
| Job Title:   |                                  |            |
| Reason for leaving:  |                                  |            |
| Supervisor's name and phone number:  |                                  |            |
| May we contact for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/> |                                  |            |

**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:<br>(Circle) | Graduated:<br>(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 speak or write fluently.

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

**SPECIAL SKILLS AND 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.

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**COMMENTS AND ADDITIONAL INFORMATION:** Is there any additional information about you we should consider?

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**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 Borough of Hampton, 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 later discovers that information on application was incomplete, untrue, or inaccurate. I give the Borough of Hampton the right to investigate the information I have provided, confer with former employers (except where I have indicated they may not be contacted). I give the Township of Blirstown the right to secure additional job-related information about me. I release the Borough of Hampton and its representatives from all liability for seeking such information. I understand that the Borough of Hampton is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the borough 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 Hampton may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough of Hampton 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 \_\_\_\_\_

This page for Hampton Borough use only!  
Results of interview

Interviewer: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

COMMENTS: