

Township of Plainsboro
 Human Resources Office
 641 Plainsboro Road
 Plainsboro, New Jersey 08536

**APPLICATION
 FOR
 EMPLOYMENT**

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

| | |
|--|---|
| Position Applied For | Date of Application |
| How did you learn about us? | |
| <input type="checkbox"/> Advertisement/Where _____ | <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Walk-In |
| <input type="checkbox"/> Other _____ | |

| | | |
|------------------------|---------------|-----------------|
| Last Name | First Name | Middle Name |
| Address: <i>Number</i> | <i>Street</i> | <i>City</i> |
| | | <i>State</i> |
| | | <i>Zip Code</i> |
| Home Phone | Cell Phone | |
| Email Address | | |

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

Have you ever filed an application with us before? Yes No
 If yes, give date _____

Have you ever been employed with us before? Yes No
 If yes, give date _____

Are you currently employed? Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No

Proof of citizenship or immigration status will be required upon employment.

Are you available to work: Full Time Part Time Shift Work Temporary

| EDUCATION | Elementary School | High School | Undergraduate College/University | Graduate/Professional |
|---|-------------------|-------------|----------------------------------|-----------------------|
| School Name and Location | | | | |
| Years Completed | | | | |
| Diploma/Degree | | | | |
| Describe Course of Study | | | | |
| Describe any specialized training, apprenticeship, skills | | | | |

| | |
|---|--|
| Describe any honors you have received | |
| State any additional information you feel may be helpful to us for considering your application | |

List professional, trade, business or civic activities and offices held:
You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.

REFERENCES

Give name and telephone number of three references

1. _____

2. _____

3. _____

Have you ever had any job-related training in the United States Military? Yes No

If Yes, please describe: _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying? Yes No

| | |
|---------------------------|--|
| EMPLOYMENT HISTORY | Please give accurate, complete full-time and part-time employment information for your last 3 employers. Start with present or most recent employer. Include Salary History |
|---------------------------|--|

| | | |
|---|--|---|
| 1 | Company Name | Telephone () - |
| | Address | Employed (Month and Year) From To |
| | Name of Supervisor | Annual Salary |
| | State Job Title and Describe Your Work | Reason for Leaving |

| | | |
|---|--|---|
| 2 | Company Name | Telephone () - |
| | Address | Employed (Month and Year) From To |
| | Name of Supervisor | Annual Salary |
| | State Job Title and Describe Your Work | Reason for Leaving |

| | | |
|---|--|---|
| 3 | Company Name | Telephone () - |
| | Address | Employed (Month and Year) From To |
| | Name of Supervisor | Annual Salary |
| | State Job Title and Describe Your Work | Reason for Leaving |

VOLUNTEER WORK (Describe work done on a voluntary basis that applies to the position)

| | |
|--|--|
| We may contact the employers listed above unless you indicate those you do not want us to contact. | <i>DO NOT CONTACT</i> |
| | Employer Number(s) _____ Reason _____ |

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

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby acknowledge that any employment relationship with this Township is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Township.

In the event of 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 Employer.

Signature of Applicant

Date



Plainsboro Township

Voluntary Demographic Information Survey

This information is being gathered to comply with government recordkeeping and to assist in determining if our recruitment efforts are reaching all segments of the population. Your participation is voluntary. This information is treated in a confidential manner and is not connected to your application in any way. Your responses will be tallied for the group of applicants for this vacancy in a manner that cannot be associated with any individual application. The Township of Plainsboro is an equal opportunity employer. Applicants are considered without regard to race, color, religion, gender, national origin, age, disability, marital or veteran status or any other legally protected status. We appreciate your assistance in completing this survey.

Position applied for: _____

How did you learn about this position?

- Township Website
- Other Internet Site – Identify Site _____
- Newspaper
- Friend or Relative
- Other – Please Identify Source

Ethnicity:

- Hispanic or Latino – a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race
- Not Hispanic or Latino

Race:

- American Indian or Alaska native
- Asian – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand or Vietnam
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White (Caucasian)
- Two or more races (not Hispanic or Latino)

Gender:

- Female
- Male