

TOWNSHIP OF PLAINSBORO

**PRESERVE SEASONAL
EMPLOYMENT APPLICATION**

RETURN SUMMER APPLICATION TO:

**Township of Plainsboro
Preserve Summer Employment
Recreation Department
641 Plainsboro Road Plainsboro,
New Jersey 08536**

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, list your age here _____

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.

On what date will you be available for work?

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

PLAINSBORO TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

| | Elementary School | | | | | High School | | | | Undergraduate College/University | | | | Graduate/Professional | | | |
|---|-------------------|---|---|---|---|-------------|----|----|----|----------------------------------|---|---|---|-----------------------|---|---|---|
| School Name and Location | | | | | | | | | | | | | | | | | |
| Years Completed | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| Diploma/Degree | | | | | | | | | | | | | | | | | |
| Describe Course of Study | | | | | | | | | | | | | | | | | |
| Describe any specialized training, apprenticeship, skills and extra-curricular activities | | | | | | | | | | | | | | | | | |
| 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, address 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 | Please give accurate, complete fulltime and part-time employment record. Start with present or most recent employer. |
|-------------------|--|

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

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

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

| | |
|--|--|
| 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 Employees' Mission Statement

Plainsboro employees are quality service oriented.

No one job stands alone; we foster a team approach to problem solving.

We are a staff of conscientious workers who respect and care for each other and the public. Open communication and cooperation among all departments is necessary to achieve our goal of quality service.

The future will present challenges and changing work techniques; therefore a willingness to learn, to share knowledge and to think creatively will ensure our standard of quality service.



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