



# Employment Application

## Borough of Spring Lake Beach Maintenance

423 Warren Avenue  
Post Office Box 638  
Spring Lake, NJ 07762

Date Submitted: \_\_\_\_\_ (due by March 1<sup>st</sup>)

Applicant Information (Complete all areas):

Name (Last): \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) \_\_\_\_\_

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

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

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

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

Have you ever been employed by the Borough: \_\_\_ Yes \_\_\_ No If yes, give dates: \_\_\_\_\_

Position(s): \_\_\_\_\_

Work Availability: \_\_\_ Full Time Approx. 30 hours per week

\_\_\_ Part Time Approx. 15 hours per week

**Actual Date** you can begin work: \_\_\_\_\_ **Actual Date** you must stop work: \_\_\_\_\_

**Days of Week** you are **UNAVAILABLE** to work: \_\_\_\_\_

**\*YOU MUST BE AVAILABLE TO WORK AT LEAST ON WEEKEND DAY AND ON HOLIDAY WEEKENDS\***

Are you currently employed: \_\_\_ Yes \_\_\_ No

May we contact current employer? \_\_\_ Yes \_\_\_ No

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

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.

Have you ever plead guilty or been found guilty of a crime; disorderly persons offense; or a municipal ordinance involving moral turpitude? \_\_\_ Yes \_\_\_ No

***The Borough of Spring Lake 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 marked comments.

Employer:	Date Started:	Work Performed/Responsibilities:
Address:	Date Left:	
	Starting Salary:	
Job Title:	Final Salary:	
Reason for Leaving:		
Supervisor's name & phone number:		
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer:	Date Started:	Work Performed/Responsibilities:
Address:	Date Left:	
	Starting Salary:	
Job Title:	Final Salary:	
Reason for Leaving:		
Supervisor's name & phone number:		
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer:	Date Started:	Work Performed/Responsibilities:
Address:	Date Left:	
	Starting Salary:	
Job Title:	Final Salary:	
Reason for Leaving:		
Supervisor's name & phone number:		
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer:	Date Started:	Work Performed/Responsibilities:
Address:	Date Left:	
	Starting Salary:	
Job Title:	Final Salary:	
Reason for Leaving:		
Supervisor's name & phone number:		
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer:	Date Started:	Work Performed/Responsibilities:
Address:	Date Left:	
	Starting Salary:	
Job Title:	Final Salary:	
Reason for Leaving:		
Supervisor's name & phone number:		
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**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
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 know and indicate your level of proficiency.

Language	Speak Some	Speak Fluently	Read	Write

Seasonal beach applicants need to submit current certifications such as CPR, AED, First Aid and LGT, when required. Please attach a copy of the front and back of the cards and submit with this application.

**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.

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Comments & Additional Information:

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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 Spring Lake, 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 this form was incomplete, untrue, or inaccurate. I give the Borough of Spring Lake 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 the right to secure additional job-related information about me. I release the Borough of Spring Lake and its representatives from all liability for seeking such information. I understand that the Borough of Spring Lake 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 may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough 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: \_\_\_\_\_

**Conditions of Employment:**

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

ALL EMPLOYEE CANDIDATES: THIS COMPETED EMPLOYMENT APPLICATION MUST BE RECEIVED BY **MARCH 1<sup>st</sup>**, IN ORDER FOR YOU TO BE CONSIDERED FOR EMPLOYMENT for the 2022 season.

**Please note:**

All candidates, please complete & email application before **MARCH 1<sup>st</sup>** to: [beachmaintenance@springlakeboro.org](mailto:beachmaintenance@springlakeboro.org)

or via Mail:

ATTN: Beach Maintenance  
Borough of Spring Lake  
P.O. Box 638  
Spring Lake, NJ 07762

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

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