



**Employment Application**  
**Borough of Spring Lake**  
**P.O. Box 638**  
**423 Warren Avenue**  
**Spring Lake, NJ 07762**

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

Applicant Information:

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

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

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

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

(Work) \_\_\_\_\_

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

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

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 date(s): \_\_\_\_\_

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

Are you available to work \_\_\_\_ Full-time \_\_\_\_ Part-time \_\_\_\_ Shift Work \_\_\_\_ Temporary

If seasonal employment, date you can start: \_\_\_\_\_ Season End Date: \_\_\_\_\_

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 layoff status and subject to recall: \_\_\_\_ Yes \_\_\_\_ No

Do you possess a current driver's license \_\_\_\_ Yes \_\_\_\_ No Is it a CDL License \_\_\_\_ Yes \_\_\_\_ No

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

**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 School	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:**

Please be advised that all offers of employment are conditional on the applicant passing a mandatory criminal background check and drug test. A pre-employment physical may also be required. Pursuant to our personnel policy, all job applicants are required to sign a consent form for drug testing and if the test results are positive and are not accounted for by the legal use of prescription or non-prescription drugs the applicant shall be ineligible for hire unless they can establish a legal basis for the use of the drug or controlled substance for which they test positive. For your application to be considered, you must sign and date below.

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

Date \_\_\_\_\_