

**SEA GIRT BOROUGH**  
**P.O BOX 296**  
**SEA GIRT, NJ 08750**  
**phone: (732) 449-9433 fax: (732) 974-8296**

**APPLICATION FOR EMPLOYMENT**

**PERSONAL DATA**

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_  
First Middle Last

\_\_\_\_\_ Street P.O. Box /Apt. # City State Zip Code

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ May we call you at work? \_\_\_\_\_

Do you presently have relatives employed with Sea Girt Borough?

If yes, name and department where employed \_\_\_\_\_

In case of emergency, please contact: \_\_\_\_\_ Telephone Number: ( ) \_\_\_\_\_

Are you authorized to work in the United States?

Have you ever been convicted of a crime other than minor traffic violations?

A yes answer to this question will not necessarily bar you from employment.

If yes, charge(s) \_\_\_\_\_ where convicted \_\_\_\_\_

date(s) \_\_\_\_\_ disposition or current status \_\_\_\_\_

**EMPLOYMENT STATUS**

Position applied for \_\_\_\_\_ OTHER \_\_\_\_\_

Is there a minimum salary you will accept? YES NO If yes, \$ \_\_\_\_\_ per \_\_\_ year \_\_\_\_\_

Earliest date you could begin work (Month) \_\_\_\_\_ (Day) \_\_\_\_\_ (Year) \_\_\_\_\_

**EDUCATION AND SKILLS**

Starting with high school, provide the complete information on all schools attended. Include special courses or trade school.

| NAME & LOCATION OF SCHOOL | DATES OF ATTENDANCE |    | COMPLETED CREDIT HOURS |     | GRADUATE |    | NAME OF DEGREE/CERT | MAJOR/MINOR |
|---------------------------|---------------------|----|------------------------|-----|----------|----|---------------------|-------------|
|                           | FROM                | TO | SEM.                   | QTR | YES      | NO |                     |             |
| HIGH SCHOOL/GED           |                     |    |                        |     |          |    |                     |             |
| TEC/COLLEGE               |                     |    |                        |     |          |    |                     |             |
| OTHER                     |                     |    |                        |     |          |    |                     |             |

List any other job-related skills you possess.

Do you possess a valid Driver's License (Answer only if required for position License # \_\_\_\_\_ State of Issue

Do you possess a valid CDL (Answer only if required for position)

**SEA GIRT BOROUGH REQUIRES A PRE-EMPLOYMENT PHYSICAL, INCLUDING A DRUG TEST. SEA GIRT BOROUGH DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, OR DISABILITY**

## EMPLOYMENT RECORD

List jobs in reverse order starting with your present job. List your entire work history including volunteer, part-time, temporary, self-employment, and military jobs. List promotion as a separate job. This section must be accurate and complete. If more space is needed, attach additional sheets in the same format, including your name, social security number, and signature.

1. Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
From Mo/Yr. \_\_\_\_\_ To Mo/Yr. \_\_\_\_\_ Hrs. Per Week: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Last Salary: \$ \_\_\_\_\_ Supervisor: \_\_\_\_\_ May We Contact? YES NO Phone: \_\_\_\_\_  
Name on Employment Records if Different From Present Name: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
From Mo/Yr. \_\_\_\_\_ To Mo/Yr. \_\_\_\_\_ Hrs. Per Week: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Last Salary: \$ \_\_\_\_\_ Supervisor: \_\_\_\_\_ May We Contact? YES NO Phone: \_\_\_\_\_  
Name on Employment Records if Different From Present Name: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_

3. Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
From Mo/Yr. \_\_\_\_\_ To Mo/Yr. \_\_\_\_\_ Hrs. Per Week: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Last Salary: \$ \_\_\_\_\_ Supervisor: \_\_\_\_\_ May We Contact? YES NO Phone: \_\_\_\_\_  
Name on Employment Records if Different From Present Name: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_

4. Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
From Mo/Yr. \_\_\_\_\_ To Mo/Yr. \_\_\_\_\_ Hrs. Per Week: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Last Salary: \$ \_\_\_\_\_ Supervisor: \_\_\_\_\_ May We Contact? YES NO Phone: \_\_\_\_\_  
Name on Employment Records if Different From Present Name: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_

## REFERENCES

Give names and addresses of three people, not relatives or former employers, who have known you for at least one year.

| NAME     | ADDRESS | TEL. NUMBER |
|----------|---------|-------------|
| 1. _____ | _____   | _____       |
| 2. _____ | _____   | _____       |
| 3. _____ | _____   | _____       |

**NEITHER THIS APPLICATION NOR AN INTERVIEW CONSTITUTES A CONTRACT OF EMPLOYMENT AND, IF HIRED, ALL EMPLOYEES OF THE BOROUGH ARE EMPLOYEES-AT-WILL WHO MAY QUIT AT ANY TIME FOR ANY OR NO REASON AND MAY BE TERMINATED AT ANY TIME FOR ANY OR NO REASON.**

## CERTIFICATION OF APPLICANT

I affirm, agree, and/or understand that all statements on this form are true and accurate and any misrepresentation or omission of facts may result in my disqualification for consideration for the position applied for or my discharge from the position should I already be employed. I understand you may inquire into my background and conduct a fingerprint check. If I have requested herein that my employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from such employer prior to beginning work.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_