EMPLOYMENT APPLICATION

PERSONAL INFORMATION **DATE:** _____

FULL NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

POSITION: _____ AVAILABLE START DATE: _____

EDUCATION:

NAME /LOCATION	DATES ATTENDED	MAJOR	CERTIFICATE/DEGREE

Please list any areas of proficiency, special skills or any other information that may contribute to your qualifications for the position to which you are applying.

_____

_____

_____

_____

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT HISTORY

START DATE	END DATE	POSITION	EMPLOYER NAME/ADDRESS	CONTACT PERSON NAME/POSITION

If this is your present employer, may we contact them? **Yes** ☐ **No** ☐

JOB DESCRIPTION AND REASON FOR LEAVING: _____

_____

_____

START DATE	END DATE	POSITION	EMPLOYER NAME/ADDRESS	CONTACT PERSON NAME/POSITION

JOB DESCRIPTION AND REASON FOR LEAVING: _____

_____

_____

START DATE	END DATE	POSITION	EMPLOYER NAME/ADDRESS	CONTACT PERSON NAME/POSITION

JOB DESCRIPTION AND REASON FOR LEAVING: _____

_____

_____

START DATE	END DATE	POSITION	EMPLOYER NAME/ADDRESS	CONTACT PERSON NAME/POSITION

JOB DESCRIPTION AND REASON FOR LEAVING: _____

_____

_____

EQUAL OPPORTUNITY EMPLOYER

REFERENCES: List three references that can attest to your experience/ qualifications. References should not be relatives.

NAME	RELATIONSHIP	TELEPHONE	YEARS KNOWN

LICENSES/CERTIFICATIONS: List any licenses (w/endorsements) and/or certifications. Upon employment, you will need to present documentation.

_____

_____

_____

_____

ADDITIONAL: Include any additional information that is pertinent to your qualifications and would be helpful in considering your application.

_____

_____

_____

_____

CERTIFICATION/ AGREEMENT

I hereby certify that all entries on this application, including any attachments, are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this employment application as may be necessary in arriving at an employment decision. I understand that this application is not, and is not intended to be, a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge, regardless of time of discovery.

I understand that any offer of employment by the Borough of Runnemede may be contingent upon the results of a reference and background check, drug/alcohol test or other pre-employment testing.

_____ _____

SIGNATURE DATE