



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.

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: _____

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