



**Township of Monroe**  
**Division of Human Resources**  
125 Virginia Avenue  
Williamstown, NJ 08094  
856-728-9800, ext. 205

# **EMPLOYMENT APPLICATION**

We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, disability or age. The Township of Monroe operates under the New Jersey Administrative Code, Title 4A & 11A. Certain positions require certification through the State Department of personnel. The Township of Monroe is an Equal Opportunity Employer.

<b>Position Applied for:</b>		Date		
Last Name		First Name		Middle Initial
Address: Number/Street	City	State	Zip Code	
Telephone Number(s) (house phone, cell phone)				
Email Address				
How did you learn about the position?				
		<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	
		<input type="checkbox"/> Walk-In	<input type="checkbox"/> Other	
		<input type="checkbox"/> Relative	<input type="checkbox"/> Posting	

If you are under 18 years of age, can you provide proof of your eligibility to work?  Yes  No

Will you authorize us to check your Motor Vehicle Record?  Yes  No

Do you possess a valid driver's license  Yes  No

Do you possess a valid commercial driver's license?  Yes  No If Yes, which Class \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your previous employers?  Yes  No

Are you authorized to work in the United States?  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you available to work:  Evenings  Weekends  Holidays  Overtime

## EDUCATION

Type of School	Name and Location of School	Degree/Area of Study	Number of Years Completed	Graduated (check One)
HIGH SCHOOL				<input type="checkbox"/> Yes <input type="checkbox"/> No
COLLEGE				<input type="checkbox"/> Yes <input type="checkbox"/> No
OTHER				<input type="checkbox"/> Yes <input type="checkbox"/> No

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

License/Certification	Date Issued	Date expires	Issued by/Location of issuing authority (State or other authority)	License No.

Applicants may be required to provide proof of diploma, degree, transcripts, licenses, and certifications.

## Professional, trade, business or civic activities and offices held.

\*\*You may **exclude** membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

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## Special Training/Skills/Qualifications:

List all job related training or skills you possess. Example: machinery/equipment, office equipment; such as computer software and/or hardware etc.

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## EMPLOYMENT History

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

<b>Position Title:</b> _____ Employer: _____ Location: _____ Employer's Telephone No.: (____) _____ - _____ Immediate Supervisor's Name: _____	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part- Time <input type="checkbox"/> Summer <input type="checkbox"/> Temporary
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Start Date	End date	Average # hours per week	If supervisory, # of employees you supervised

**Summary of experience including special training/skills/qualifications you have used in the performance of this job:**

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**Specific reason for leaving:** \_\_\_\_\_

<b>Position Title:</b> _____ Employer: _____ Location: _____ Employer's Telephone No.: (____) _____ - _____ Immediate Supervisor's Name: _____	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part- Time <input type="checkbox"/> Summer <input type="checkbox"/> Temporary
--	--

Start Date	End date	Average # hours per week	If supervisory, # of employees you supervised

**Summary of experience including special training/skills/qualifications you have used in the performance of this job:**

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**Specific reason for leaving:** \_\_\_\_\_

### **EMPLOYMENT History *continued....***

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

<b>Position Title:</b> _____ Employer: _____ Location: _____ Employer's Telephone No.: (____) _____ - _____ Immediate Supervisor's Name: _____	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part- Time <input type="checkbox"/> Summer <input type="checkbox"/> Temporary
--	--

Start Date	End date	Average # hours per week	If supervisory, # of employees you supervised

**Summary of experience including special training/skills/qualifications you have used in the performance of this job:**

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**Specific reason for leaving:** \_\_\_\_\_

<b>Position Title:</b> _____ Employer: _____ Location: _____ Employer's Telephone No.: (____) _____ - _____ Immediate Supervisor's Name: _____	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part- Time <input type="checkbox"/> Summer <input type="checkbox"/> Temporary
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Start Date	End date	Average # hours per week	If supervisory, # of employees you supervised

**Summary of experience including special training/skills/qualifications you have used in the performance of this job:**

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**Specific reason for leaving:** \_\_\_\_\_

**PLEASE PROVIDE 3 BUSINESS REFERENCES**

1.		
Name	Address	Phone#

2.		
Name	Address	Phone#
3.		
Name	Address	Phone#
<b>PLEASE PROVIDE 3 PERSONAL REFERENCES</b>		
1.		
Name	Address	Phone#
2.		
Name	Address	Phone#
3.		
Name	Address	Phone#

**Name:** \_\_\_\_\_  
Last
First
Middle

I certify that the information supplied by me on this application for employment is true and complete to the best of my knowledge. I authorize the investigation of all statements contained in this employment application, as deemed necessary for the Township of Monroe, to arrive at a decision to offer employment.

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

I understand, that all employment offers are conditional until the applicant or candidate passes all pre-employment screenings and a criminal history check at the expense of the Township of Monroe and that all phases of the hiring process have been met.

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**Signature of Applicant** **Date**