

i.e. Technical, Business

County of Passaic

Administration Building

401 Grand Street • Paterson, New Jersey 07505-2023

Human Resources Department - Room 404

Application for Employment

The County of Passaic is dedicated to a policy of equal employment opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran status, genetic information or any other protected basis under federal, state or local law.

(Please Print or Type)

PERSONAL Position applied for: Date of application: Full Name: Street Address: E-mail address: City: State: Zip: Home Phone: Cell Phone: Work Phone: Driver's License # Exp. Date: Yes[] Have you ever been employed with us before? No [] If yes, provide details below: Title of Position held: Termination Date: Reason for leaving: How were you referred? □ County Website □ Friend □ ☐ Other: Are you currently employed? Yes [] No [] If yes, may we contact your current employer for the purpose of a If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes[] No[] Are you a citizen of the United States? Yes [] No[] If no, can you provide proof that you are eligible to work in the United States, in accordance with the Immigration Reform and Control Act? Yes [] No [] Immigration No. Exp. Date: EMPLOYMENT DESIRED ☐ Full Time ☐ Part time ☐ On Call/Per Diem Salary desired \$ Date you can start: Are you currently employed? ☐ Yes □ No Shift/Hours: Hours available to work: Will you work weekends/holidays? ☐ Yes ☐ No Will you work alternate weekends/holidays? ☐ Yes □ No *Note: If you require special accommodation in order to apply for this position, please notify the Human Resources Department prior to the deadline for submitting applications for this position. **EDUCATION** Did you receive a high school diploma or GED? No [Yes [Circle highest grade completed 5 6 7 8 9 10 11 12 College 2 3 4 School (name, city, state) Degree Major/Minor High School College/University Graduate/Professional Other Education:

SPECIFIC SKILLS			
List technical/professional licenses	or certificates of training	and include expiration dates:	
Describe any training which would	he relevant to the nositic	on for which you are applying:	
bescribe any training which would be	se relevant to the position	when you are applying.	
List awards, commendations, or oth	<u>ner recognition for outsta</u>	anding achievement in school, work, e	etc:
MILITARY			
Have you ever served in the U.S. A	rmed Forces? Yes []	No []	
If yes, what branch?		Type of discharge:	
Dates of Service From:	To:		
REFERENCES			
List three (3) personal references w	vho are not related to yo	u or former employers:	
Name & Occupation	Address	Phone	Relationship
EMPLOYMENT HISTORY			
(List most recent employer first. Us	se additional sheet if nec	essary)	
Company:		Your Title:	
Street Address:		Employed From:	
City, State, Zip:		Employed To:	
May we contact for references? Yes	s[] No[]	Salary:	
Responsibilities:			
Supervisor's Name:		Phone No:	
Reason for Leaving:			
Company:		Your Title:	
Street Address:		Employed From:	
City, State, Zip:		Employed To:	
May we contact for references? Yes	s[] No[]	Salary:	
Responsibilities:			
Cupanicar's Name		Dhono No.	
Supervisor's Name:		Phone No:	
Reason for Leaving:			

Company:		Your Title:		
Street Address:		Employed From:		
City, State, Zip:		Employed To:		
May we contact for references? Yes []	No []	Salary:		
Responsibilities:				
Supervisor's Name:		Phone No:		
Reason for Leaving:				
Company:		Your Title:		
Street Address:		Employed From:		
City, State, Zip:		Employed To:		
May we contact for references? Yes []	No []	Salary:		
Responsibilities:				
Supervisor's Name:		Phone No:		
Reason for Leaving:				
Company:		Your Title:		
Street Address:		Employed From:		
City, State, Zip:		Employed To:		
May we contact for references? Yes []	No []	Salary:		
Responsibilities:				
Supervisor's Name:		Phone No:		
Reason for Leaving:				
ADDITIONAL INFORMATION				
Give specific reasons why you feel qualified for the position you applied for:				
dive specific reasons will you reel qualified	u for the position you	аррпец тог.		

APPLICANT'S STATEMENT

The information provided by me in this application for employment, and any additional documents or statements made during the hiring process, are true and complete to the best of my knowledge. Should I be employed by the County of Passaic, any omission of facts or misrepresentation or false statements made by be may be considered cause of refusal or separation from employment.

The County of Passaic has my permission to contact directly or employ the services of investigative agencies to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment or personal history and I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me. I reserve the right to know the names and addresses of any investigative agencies used in order that I might learn the information contained in any reports furnished to the County of Passaic. You have my permission to conduct a background check for any arrests/criminal convictions, which may include Motor Vehicle violations.

I understand this application does not constitute an employment contract of any kind. Should I be employed by the County of Passaic, I may resign such employment at any time at my discretion with or without prior notice and the County of Passaic may terminate my employment at any time at their discretion, with or without cause and with or without prior notice.

I understand that employment with the County of Passaic is also contingent upon my providing sufficient documentation, which establishes my identity and my eligibility to work in the United States.

Any offer for employment may be conditioned upon a physical exam. The undersigned applicant for employment recognizes and understands and agrees that he/she, as a pre-condition of employment will undergo a physical examination by a physician chosen by myself prior to my employment.

I also recognize, understand and agree that the physical examination will include testing for the presence of illegal drugs, narcotics and controlled dangerous substances, and that in the event of a positive result of same, I will be denied employment and waive any and all right to continue to seek said employment.

I also recognize, understand, and agree that if my employment requires a commercial drivers license (CDL) I must be given pre-employment drug and alcohol tests and I may not be hired or assigned to a CDL function unless I pass both tests.

This application will be considered valid for the period of six (6) months. After six (6) months it will be necessary for me to submit a new application.

PLEASE READ CAREFULLY BEFORE SIGNING: By my signature below, I affirm that I have read and understand this application in its entirely and that all statements I have made are true and accurate.

Signature of Applicant

Date

Witness

Date

VOLUNTARY DISCLOSURE RECORD

Our policy is to provide equal employment opportunity to all applicants for employment and employees without regard to race, color, religion, sex, national origin, marital or veteran status, medical condition or handicap, or other legally protected status. In order for the County of Passaic comply with United States Government Affirmative Action Programs, we are required to collect certain personal information from our applicants and employees. Completion of this information is entirely voluntary. If you choose to provide the information requested below, you are assured that it will not be a factor regarding the decision to interview/hire.

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Check the appropriate boxes:				
☐ Female ☐ Male				
□ Caucasian □ Black □ Hispanic □ Asian & Asian American □ American Indians □ Other				
FOR EMPLOYER USE ONLY				
Arrange Interview:	Yes [] No []			
Interviewer:	Position interviewed for:			
Disposition:	Date:			
Hire Date:	Salary Range:			
Replacing:	Level-Step:			

The County of Passaic is an Equal Opportunity/Affirmative Action Employer