



## EMPLOYMENT APPLICATION

NOTICE OF EQUAL EMPLOYMENT OPPORTUNITY: The Borough of Highland Park, in compliance with state and federal anti-discrimination laws, offers equal employment opportunity without regard to the applicant's race, color, religion, gender, age, national origin, disability, sexual or affectional orientation, veteran status, or marital status. The Borough commitment to equal opportunity extends to all terms and conditions of employment. Please note, this application is considered to be inactive after six (6) months. To be considered beyond that time, re-application is required.

**(PLEASE PRINT CLEARLY)**

### **PERSONAL**

DATE \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

NAME \_\_\_\_\_  
Last First Middle

ADDRESS \_\_\_\_\_  
NO. STREET CITY STATE ZIP

PREVIOUS ADDRESS \_\_\_\_\_  
NO. STREET CITY STATE ZIP

TELEPHONE NO: \_\_\_\_\_ DRIVERS LICENSE #: \_\_\_\_\_  
(State and Number)

POSITION(S) APPLIED FOR \_\_\_\_\_

Are you legally eligible for employment in the U.S.A.? YES NO  
(If hired, you are required to submit proof of your eligibility to work in the U.S.A.)

Are you over the age of eighteen? YES NO  
(If no, hire is subject to verification that you are of minimum legal age)

Were you previously employed by the Borough of Highland Park? YES NO If yes when? \_\_\_\_\_

Do you have any relatives employed by the Borough of Highland Park? If so, please give the name and Position held \_\_\_\_\_

If hired, on what date will you be available to begin working? \_\_\_\_\_

Have you been convicted of a crime or entered a guilty plea in a criminal court? YES NO

If "Yes", state the offense for which you were convicted or to which you pled guilty and the date and place of your conviction or plea:

Name of offense: \_\_\_\_\_ Date of conviction or plea: \_\_\_\_\_ Location: \_\_\_\_\_

NOTE: This question seeks information about your criminal record, not your traffic offenses or civil litigation. Do not answer "Yes" if your conviction or plea has been pardoned, annulled, expunged, sealed, or impounded by the court. A criminal record does not disqualify you for employment, but will be considered in determining whether your background is appropriate for the particular position sought. You may, therefore, be required to provide additional information or agree to further investigation of your criminal record as a condition of employment.

**EMPLOYMENT HISTORY**

List present and past employment, beginning with most recent

FROM	TO	NAME & ADDRESS OF EMPLOYER	DESCRIBE POSITION	SUPERVISOR	REASON FOR LEAVING	STARTING / ENDING SALARY

Please use the space below to give additional information concerning experience, education, skills or qualifications

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**RECORD OF EDUCATION**

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED	DID YOU GRADUATE	LIST DIPLOMA OR DEGREE
Elementary			5 6 7 8	YES NO	
High			1 2 3 4	YES NO	
College			1 2 3 4	YES NO	
Other (Specify)			1 2 3 4	YES NO	

**PERSONAL REFERENCES (Not Former Employers or Relatives)**

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Name and Occupation	Address	Telephone #
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Name and Occupation	Address	Telephone #
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Name and Occupation	Address	Telephone #
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May we telephone you to follow up on this application at home? Yes No  
If yes, what is the best time to call? \_\_\_\_\_

May we telephone you to follow up on this application at work? Yes No  
If yes, what is the best time to call? \_\_\_\_\_

What is your business telephone number?

**PLEASE READ AND SIGN BELOW**

I represent that the information provided in my application is true, complete and correct. I acknowledge that in the event the Borough determines that the information I have provided is false, incomplete, or incorrect, my application will not be considered or, if already hired, I will be subject to immediate termination. I acknowledge that this application is not a contract of employment and does not obligate the Borough in any way. I agree that, as a condition of being considered for employment, I will execute the Authorization for Release of Background Information.

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Signature of Applicant

Please return completed application to:  
**The Borough of Highland Park**  
**221 South Fifth Avenue**  
**Highland Park, NJ 08904**

