

# APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

*All applicants are considered without regard to race, color, gender, religion, national origin, age, marital or veteran status, mental or physical disability unrelated to job performance or any other legally protected status.*

**POSITION APPLYING FOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## PERSONAL INFORMATION

Legal Name \_\_\_\_\_  
Last First M.I.

Address \_\_\_\_\_  
Street City State Zip

Home Telephone: \_\_\_\_\_ Other Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_ SSN: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_  
(if position requires operation of a company vehicle)

Are you legally eligible for employment in the United States? \_\_\_Yes \_\_\_No

Unites States Visa status, if applicable: \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_Yes \_\_\_No If Yes, please explain circumstances:

\_\_\_\_\_

Are you at least 18 years of age? \_\_\_Yes \_\_\_No

## POSITION INFORMATION

Position(s) applying for: \_\_\_\_\_ Salary desired: \$\_\_\_\_\_

Employment status desired: \_\_\_ Full-Time \_\_\_ Part-Time \_\_\_ Temporary

What hours are you available to work? \_\_\_\_\_

If hired, when could you start? \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_



## EDUCATION

Type of school	Name and Location	Dates Attended	Degree Received	Subjects Studied	Did you graduate?
High School					
College / University					
Graduate School					
Tech School					
Other					

Special courses, training or experience acquired, including military experience: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## SKILLS

Clerical / Office skills		
Computer skills	Name of software:	__ PC __ Mac
Languages		
Other special knowledge or skills		

Please describe any other experience, abilities or skills that might be helpful in considering your application: \_\_\_\_\_  
 \_\_\_\_\_

## CERTIFICATION & AUTHORIZATION

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that any misrepresentations or omissions of facts in this application are grounds for disqualification from further consideration or for dismissal from employment.

I authorize the Borough to inquire into my educational, professional, past employment and credit history references as needed to research my qualifications for this position.

If employed, I agree to conform to the rules, regulations and policies of the Borough. I understand that I will be an employee "at will" and either the Borough or I may terminate my employment relationship at any time for any reason not in violation of law.

I hereby acknowledge that I have read and fully understand the foregoing and seek employment under these conditions.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## AUTHORIZATION FOR RELEASE OF INFORMATION

I, \_\_\_\_\_, consent to authorize the release of information to **Lawrenceville Borough** regarding my previous employment, schools attended, degrees earned, credit history, driving record, criminal record, substance screening, and any other information deemed necessary for the possibility of employment.

I hereby authorize any physician, laboratory, hospital or medical professional retained by Lawrenceville Borough for substance screening purposes to conduct such screening and to provide the results to Lawrenceville Borough, and I release Lawrenceville Borough and any person affiliated with Lawrenceville Borough and any such institution or person conducting the screening or providing information, from liability therefor. My signature below is my authorization.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE PRINT THE FOLLOWING INFORMATION:

FULL NAME: \_\_\_\_\_

Current Address: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Maiden Name/Alias Names: \_\_\_\_\_