

**BOROUGH OF CRESSKILL**  
67 Union Avenue  
Cresskill, NJ 07626

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

**Employment Application:**

<b>Applicant Information:</b> <b>Name (Last, First, Middle):</b> _____ <b>Address:</b> _____ <b>City/Town:</b> _____ <b>Phone: (Work):</b> ( ) _____ <b>(Home):</b> ( ) _____ <b>Social Security Number:</b> ___ - ___ - ____ <b>Date of Birth :</b> _____
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**Position applied for:** \_\_\_\_\_

**Have you ever applied to the (local unit type) before:** \_\_\_ Yes \_\_\_ No **If yes, give date** \_\_\_\_\_

**Date you can start:** \_\_\_\_\_ **Salary desired:** \_\_\_\_\_

**Are you available to work:** \_\_\_ Full Time \_\_\_ Part time \_\_\_ Shift Work \_\_\_ Temporary

**Are you currently employed:** \_\_\_ Yes \_\_\_ No **May we contact you at work:** \_\_\_ Yes \_\_\_ No

**May we contact your current employer:** \_\_\_ Yes \_\_\_ No

**Are you currently on layoff status and subject to recall:** \_\_\_ Yes \_\_\_ No

**Do you possess a current driver's license:** \_\_\_ Yes \_\_\_ No

**Do you possess a current commercial driver's license:** \_\_\_ Yes \_\_\_ No

**Please list any endorsements:** \_\_\_\_\_

**If you are under eighteen years of age, can you provide proof of eligibility to work:** \_\_\_ Yes \_\_\_ No

**Are you legally eligible to work in the United States of America:** \_\_\_ Yes \_\_\_ No

**Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.**

**Have you ever pleaded guilty or been found guilty of a crime or disorderly persons offense:** \_\_\_ Yes \_\_\_ No

**Employment is conditional upon the results of the criminal background check. An answer of "Yes" may disqualify you from employment depending upon the circumstances involved. If "Yes", please explain below.**

\_\_\_\_\_

**The Borough of Cresskill is an Equal Opportunity Employer M/F**

**Employment History: This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page**

Employer: Address:	Date started: Date left:	Work performed/responsibilities:
Job Title:	Starting Salary: Final Salary:	
Reason for leaving:		
Supervisor's name and phone number: May we contact for a reference: ___ Yes ___ No		
Employer: Address:	Date Started: Date Left:	Work Performed/responsibilities:
Job Title:	Starting Salary: Final Salary:	
Reason for leaving:		
Supervisor's name and phone number May we contact for a reference: ___ Yes ___ No		
Employer: Address:	Date Started: Date Left:	Work performed/ responsibilities
Job Title	Starting Salary: Final Salary:	
Reason for leaving:		
Supervisor's name and phone number May we contact for a reference: ___ Yes ___ No		
Employer: Address:	Date Started: Date Left:	Work performed/responsibilities
Job Title	Starting Salary: Final Salary:	
Reason for leaving:		
Supervisor's name and phone number May we contact for a reference: ___ Yes ___ No		

**Comments:**

**Education:** Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business, or Trade.

School:	Years completed:	Graduated:	Major Field:
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

**Languages:** List any foreign languages you know and indicate you level of proficiency.

Language:	Speak Some:	Speak Fluently:	Read:	Write:

**Special Skills & Experience:** State any special skills, experiences, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

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**Comments & Additional Information:** Is there any additional information about you we should consider?

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**References:** Provide the names, addresses and phone number of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:

**Understandings and Agreements:**

As an applicant for a position with the (local unit type), I understand and agree that I must provide truthful and accurate information in the application. I understand that my application may be rejected if any information is not complete, true, and accurate. If hired, I understand that I may be separated from employment if the (local unit type) later discovers that information on this form was incomplete, untrue, or inaccurate. I give the (local unit type) the right to secure additional job-related information about me. I release the (local unit type) and its representatives from all liability for seeking such information. I understand that the (local unit type) is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the (local unit type) will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that the (local unit type) may terminate me at any time in accordance with its established policies and procedures. No representatives of the (local unit type) may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. *For your application to be considered, you must sign and date below.*

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Voluntary Affirmative Action Information**

**You are not required to provide this information. Provide only if you wish.**

If you provide information on this page, it will be filed separately from the job application. This information will be used only for purposes of the affirmative action program.

**Applicant Information:**

Name: \_\_\_\_\_

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

City/town: \_\_\_\_\_

Phone: \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_

**How did you learn about this position?**    \_\_\_Advertisement    \_\_\_Employment Agency    \_\_\_

Friend \_\_\_Relative    \_\_\_Walk-in    \_\_\_Other    Explain) \_\_\_\_\_

**Information Regarding Status:**

Gender:

\_\_\_Male

\_\_\_Female

Equal Employment Opportunity Identification groups:

\_\_\_White

\_\_\_African-American (non-Hispanic)

\_\_\_Hispanic

\_\_\_American Indian/Alaskan native

\_\_\_Asian/Pacific Islander

\_\_\_Other \_\_\_\_\_

Other protected Groups:

\_\_\_Individual with a disability

\_\_\_Vietnam-era veteran (served between 1964 and 1975)

\_\_\_Disabled veteran

<b>For Borough Use Only</b>		
Hired: ___Yes ___No	Position _____	Date _____
<b>Which EEO job classification best describes the position for which the applicant applied?</b>		
<b>1. Officials and Managers</b>	<b>4. Sales Workers</b>	<b>7. Operators (semi-skilled)</b>
<b>2. Professionals</b>	<b>5. Office of clerical workers</b>	<b>8. Laborers (unskilled)</b>
<b>3. Technicians</b>	<b>6. Craft workers (skilled)</b>	<b>9. Service workers</b>
<b>(local unit type) Official</b> _____	<b>Date</b> _____	

After form is complete, print form and  
deliver to Cresskill Recreation or

Email form to: [malvarfez@cresskillboro.org](mailto:malvarfez@cresskillboro.org)

**This page for Borough of Cresskill use only!**  
**Results of Interview**

**Interviewer:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_