

Borough of Mount Ephraim Employment Application



Job applicants are considered for all positions without regard to race, creed, color, national origin, sex, affectional or sexual orientation, age, religion, marital status, veterans status or disability. The Borough does not discriminate based on prior criminal history unless it is specifically relevant to the position sought. The Borough will not tolerate any form of discrimination or sexual harassment.

The **Americans with Disabilities Act of 1990** prohibits employers from discriminating against any qualified person on the basis of a disability. The Borough of Mount Ephraim makes reasonable accommodations during all aspects of the employment process, such as testing and interviews. The Borough also makes reasonable accommodations in the work environment to enable a person with a disability to perform the essential job functions and participate equally with co-workers without disabilities. However, the Borough can only make reasonable accommodations when it is aware of a disability. **It is up to you to inform the prospective employer if you need a reasonable accommodation.** The employer may ask you for documentation to support your request for a reasonable accommodation. If you need a reasonable accommodation before the interview process begins, please inform the Borough Personnel Officer.

The Borough of Mount Ephraim is an Equal Opportunity Employer

121 S. Black Horse Pike, Mount Ephraim, NJ 08059

Phone: 856-931-1546 Fax: 856-931-5167

Please PRINT or TYPE answers. Feel free to add any information which will help to place you. Please be aware that misrepresentation may be cause for removal.

NAME (Last, First, MI)		Home Phone	Cell Phone
Address			
Street/number	City	State	Zip

E-mail address

Position applying for (or type of work you in which you are interested)

•Proof of age, education, military status and citizenship may be required if hired

Preferred work schedule: Full-time _____ Part-time _____

Are you 18 years of age or older? Yes _____ No _____
(If under 18, you will be required to provide working papers if offered employment)

Do you have a valid NJ driver's license? Yes _____ No _____

Do you have a Commercial driver's license? Yes _____ No _____

Are you a U.S. citizen or an alien authorized to work in the U.S? Yes _____ No _____

Have you ever been convicted of a crime that has not been expunged by the Court? Yes _____ No _____

Are you a Veteran? Yes _____ No _____

Are you now or have you ever been a member of any Public Employee's Retirement System? Yes _____ No _____

Have you ever been employed under a different name? Yes _____ No _____

If yes, specify name here:

EDUCATION/EXPERIENCE/SKILLS: Please list all vocational, technical schools, colleges and universities you have attended. You may be required to provide supporting documentation.

Circle the number indicating the highest grade completed.

High school: 9 10 11 12 **GED** **College:** 1 2 3 4

Name and Address of School	Graduate?	Major Subject
High School	Yes _____ No _____	
College	Yes _____ No _____	
Other Training (include Military)	Yes _____ No _____	

Please list any special license(s) or certifications you possess: _____

REFERENCES

List three people unrelated to you whom we may contact for information concerning your qualifications.

Name: _____ **Address:** _____

Phone: _____ **Occupation:** _____

Name: _____ **Address:** _____

Phone: _____ **Occupation:** _____

Name: _____ **Address:** _____

Phone: _____ **Occupation:** _____

Please add any additional information which will help in placing you where you are best qualified. Include such items as: honors, hobbies, volunteer work, memberships in professional orgs., etc.

I understand that if I plan to engage in other business or employment while working for the Borough of Mount Ephraim, prior approval will be necessary before accepting employment as there may be restrictions in accordance with the New Jersey Conflicts of Interest Law and/or the State of New Jersey Code of Ethics and Borough of Mount Ephraim Personnel Policies.

I authorize my former employers to release any information they may have concerning my employment records and I release the Borough of Mount Ephraim and all previous employers listed above from all liability whatsoever that may result from securing this information. I further authorize representatives of this agency to verify any and all information contained in this application and to review any and all criminal history, military records, disciplinary records, motor vehicle records and any other records relevant to this application. I also understand that if offered employment, I will be subject to pre-employment drug screening and ongoing random drug testing as required as a condition of employment.

I certify that the information on this application is complete and accurate, to the best of my knowledge. I understand that any misleading or incorrect information may render this application void and be just cause for immediate termination if employed.

Signature

Date

Please return completed application to Personnel Officer in the Tax Office of the Municipal Building.