



# Township of Upper

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

Mailing: P.O. Box 205, Tuckahoe, NJ 08250

Physical: 2100 Tuckahoe Road, Petersburg, NJ 08270

### Applicant Information:

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

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

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

Phone (Cell): \_\_\_\_\_ (Home): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Employment Application:

Position applied for: \_\_\_\_\_

Have you ever applied to the Township of Upper before: No \_\_\_ Yes \_\_\_ on the following date \_\_\_\_\_

Date you can start: \_\_\_\_\_

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

Did you possess a driver's license in another state \_\_\_ Yes No \_\_\_ If yes, in what state \_\_\_\_\_

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.

The Township of Upper 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:	Date started:	Date left:	Work performed/ responsibilities:
Address:			
Job Title:	X	X	
Reason for leaving:			
Supervisor's Name and Phone Number:			
May we contact for a reference:    Yes        No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:			
Job Title:	X	X	
Reason for leaving:			
Supervisor's Name and Phone Number:			
May we contact for a reference:    Yes        No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:			
Job Title:	X	X	
Reason for leaving:			
Supervisor's Name and Phone Number:			
May we contact for a reference:    Yes        No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:			
Job Title:	X	X	
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

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

Language:	Speak Some	Speak Fluently	Read	Write

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

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

**References:** Provide the names, addresses and phone numbers 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 Township of Upper, I understand and agree that I must provide truthful and accurate information in this 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 Township of Upper later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Township of Upper the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the Township of Upper the right to secure additional job-related information about me. I release the Township of Upper and its representatives from all liability for seeking such information. I understand that the Township of Upper is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Township of Upper will make reasonable accommodations as required by the Americans with Disabilities Act and New Jersey Law Against Discrimination. I understand that, if employed, I may resign at any time and that the Township of Upper may terminate me at any time in accordance with its established policies and procedures. No representatives of the Township of Upper 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's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please submit completed application by email to [lready@uppertownship.com](mailto:lready@uppertownship.com)

## Voluntary Affirmative Action Information

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

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

### Applicant Information:

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

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

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

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

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

For Township of Upper use only

Hired: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Which EEO Job Classification best describes the position for which the applicant applied?

1. Officials and	4. Sales workers	7. Operators( semi-
2. Professionals	5. Office and clerical workers	8. Laborers (unskilled)
3. Technicians	6. Craft workers (skilled)	9. Service workers

Township of Upper Official \_\_\_\_\_ Date: \_\_\_\_\_