

BOROUGH OF FRANKLIN LAKES
480 DeKorte Drive
Franklin Lakes, NJ 07417

Date: _____

Employment Application: (Revised 8/16/16)

Applicant Information:

Name (Last, First, Middle):

Address:

City, State, Zip:

Phone

Work: _____ Home: _____ Cell: _____

Social Security Number: _____ - _____ - _____

Position applied for:

Have you ever applied to the Borough of Franklin Lakes 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.

The Borough of Franklin Lakes 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: <input type="checkbox"/> Yes <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer:	Date started:	Date left:	Work performed/ Responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> 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:
Elementary:	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
High:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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 Borough of Franklin Lakes, 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 Borough of Franklin Lakes later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Borough of Franklin Lakes 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 Borough of Franklin Lakes the right to secure additional job-related information about me. I release the Borough of Franklin Lakes and its representatives from all liability for seeking such information. I understand that the Borough of Franklin Lakes is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough of Franklin Lakes 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 Borough of Franklin Lakes may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough of Franklin Lakes 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.

Applicant's Signature _____ Date _____

Conditions of Employment:

Please be advised that offers of employment for some positions may be conditional on the applicant passing a mandatory criminal background check and drug test. A pre-employment physical may also be required. Pursuant to our personnel policy, all job applicants are required to sign a consent form for drug testing and if the test results are positive and are not accounted for by the legal use of prescription or non-prescription drugs the applicant shall be ineligible for hire unless they can establish a legal basis for the use of the drug or controlled substance for which they test positive. *For your application to be considered, you must sign and date below.*

Applicant's Signature _____ Date _____