

Town of Kearny
402 Kearny Avenue, Kearny, NJ 07032
www.kearnynj.org

Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application's used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

***To be eligible for employment with the Town of Kearny, the following residential preference will apply:**
Residents of: 1) Town of Kearny & City of Newark, 2) Hudson & Essex Counties, 3) State of NJ, 4) Outside the State

Position applied for * : _____ Date: _____

*We only accept applications for positions that are being advertised

Last name: _____ First name _____

Address _____ City: _____ State _____ Zip code _____

Telephone #: Home _____ Cell _____

Social Security #: _____ email address: _____

Type of employment desired: full-time _____ part-time _____ temporary/seasonal _____

Date you will be available to start work: _____

Do you have any objection to working overtime if necessary? _____ Yes _____ No

Have you ever been previously employed by our organization? _____ Yes _____ No

If you are under 18, can you furnish a work permit if it is required? _____ Yes _____ No

Have you ever been convicted of a crime? _____ Yes _____ No

If yes, please explain (a conviction will not automatically bar employment): _____

Drivers license number : _____ CDL endorsement: yes _____ no _____ Class _____

How were you referred to us? _____

Employment History

Please provide all employment information for your past three employers starting with the most recent.

Employer: _____ **Position held:** _____

Address: _____ **Telephone #:** _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ **Salary:** _____

Job summary: _____

Reason for leaving: _____

Employer: _____ **Position held:** _____

Address: _____ **Telephone #:** _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ **Salary:** _____

Job summary: _____

Reason for leaving: _____

Applicant's signature _____ **Date** _____

Employer: _____ **Position held:** _____
Address: _____ **Telephone #:** _____
Immediate supervisor and title: _____
Dates employed: from _____ to _____ **Salary:** _____
Job summary: _____
Reason for leaving: _____

Computer skills: List software/programs and level of proficiency

Typing – words per minute: _____

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Language(s): Other than English	Reading & Writing (Circle One)	Verbal (Circle One)
_____	Basic Proficient Fluent	Basic Proficient Fluent
_____	Basic Proficient Fluent	Basic Proficient Fluent

Educational History

List school name and location, years completed, course of study, and any degrees earned:

High school: _____

College: _____

Technical Training: _____

Other: _____

References (must be supplied)

List 3 references names, telephone numbers, and years known (do not include relatives or employers):

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

In order for this application to be considered, it must be completely filled out. An incomplete application will not be considered for the position applied for.

Please note that if the position has an application closing date, applications submitted after the designated closing date will not be considered.

Please note that our application files are purged on December 31st of each year.

Applicant's signature _____ Date _____

Town of Kearny
Applicant Background and Referral Information Form

Note: This information on this form is used solely for aggregate statistical purposes. No information on this form is used in any decision regarding hiring, promotion, or terms and conditions of employment. **DO NOT** write your name or any other personal identification on this form.

The Town of Kearny is an Equal Employment Opportunity Employer

1. Position for which applied:

2. Please identify your ethnic/racial background:

- ☐ Black
- ☐ White
- ☐ Hispanic
- ☐ Asian-American
- ☐ American Indian
- ☐ Other

3. How did you learn of the job opening for which you applied.
(Check all that apply and provide specifics to the extent you recall)

- ☐ Newspaper advertisement. Newspapers: _____
- ☐ Radio Advertisement. Station: _____
- ☐ Recruiting Agency. Which _____
- ☐ Poster Where seen: _____
- ☐ School, Church or other source. Specify: _____
- ☐ Friend or Relative _____