

TOWNSHIP OF
WOOLWICH

APPLICATION FOR EMPLOYMENT

BEFORE ANSWERING ANY QUESTIONS, PLEASE READ ALL
DIRECTIONS AND INSTRUCTIONS CAREFULLY.

TOWNSHIP OF WOOLWICH
120 VILLAGE GREEN DRIVE
WOOLWICH TOWNSHIP, NEW JERSEY 08085

856-467-2666

FAX: 856-467-3545

Township of Woolwich
Employment Guidelines

**BEFORE COMPLETING THE ACCOMPANYING APPLICATION FOR
EMPLOYMENT, PLEASE READ THE FOLLOWING INSTRUCTIONS AND
STATEMENTS**

1. To be considered for employment, all questions on the application must be answered.
2. Please make certain to sign the application on page 1 and the attached consent form on page 9 which gives the Woolwich Township Police Department permission to conduct a background records check. In addition, the Township Police department may also perform a record's check of an applicant's motor vehicle and driving record.
3. Applicant's for full or part time employment are required to provide the Township with the names, addresses and telephone numbers of two prior work related managers or supervisors who can verify prior employment and rate your performance.
4. The application process may require one or more interviews with Township Officials.
5. Any individual hired by the Township of Woolwich in a full-time capacity is required to complete a six-month probationary period and attain a satisfactory job performance evaluation in order to continue employment with the Township.
6. Individuals applying for full time Public Works department positions are advised that a Commercial Driver's License (CDL) may be a pre-requisite. However, if an individual is selected for a position and does not have the CDL, he/she may be required to obtain a license prior to the completion of the six-month probationary period. Failure to obtain the CDL may be grounds for immediate termination upon completion of the six-month probationary period.

7. In accordance with the Federal Guidelines dealing with the American's with Disabilities Act of 1990, the Township's application asks whether or not you are capable of performing the specific job related functions for the position which you have applied, with or without reasonable accommodation.
8. If you receive a conditional job offer for the Public Works department, the Township requires that as a pre-condition to full-time employment, a complete medical examination will be necessary. The Township reserves the right to withdrawal the conditional job offer and reject employment if the medical examination determines that the job functions of the position cannot be performed with reasonable accommodation.
9. The Township of Woolwich retains the right to submit any prospective employee who falls under the Federal Department of Transportation regulation 49CFR, parts 40, 199, 382 and 391 to a pre-employment urine analysis. A pre-employment drug-screening test is required of any individual who will be involved in the use of power equipment and/or any machinery or equipment which could pose a threat to other employees or to prospective employees if misused. No applicant applying for a safety sensitive position who refuses to be tested shall be extended an offer of employment. The Township of Woolwich reserves the right to withdrawal a conditional job offer if the prospective employee receives a positive drug test result.
10. In accordance with the Civil Rights Act of 1964 and regulations governing affirmative action, equal employment opportunity and the Federal Americans With Disabilities Act of 1990, the Township prohibits discrimination in employment and ensures that all applicants are recruited, employed and treated without regard to their age, race, color, creed, national origin, religion, ancestry, marital or veteran status, sex, affectional or sexual orientation or the presence of a non-job related medical condition or disability or any other legally protected status.
11. Applications for full-time, part-time or seasonal employment shall be considered active for a period of time not to exceed forty-five calendar days. Any applicant wishing to be considered for employment beyond this time period should ask the Township Clerk as to whether or not applications will be accepted at that time.
12. Applicants must sign an Acknowledgement Statement on page one of the application which indicates that the applicant understands that unless otherwise defined by Law, any employment relationship with the Township is an "at will" status. This means that the employee has the right to resign at any time, and that the employer, that is the Township of Woolwich, may discharge an employee at any time with or without cause. The "at will" employment relationship may not be changed by any written document, or by conduct

unless such change is specifically authorized in writing by resolution of the Township Committee.

13. False or misleading information or the submission of any false or misleading documents provided in or with the application, or as part of any interview, may result in the discharge of the person should he/she be employed by the Township.
14. Prospective employees are also required to conduct themselves in a professional and courteous manner in their relationships with other employees and especially with the public which they serve. Employees shall comply with all rules, regulations and Ordinances of the Township.

Should you have any questions or require a clarification of any item, please ask before signing this document.

I, _____; do hereby acknowledge that I have read and understand all of the instructions and statements set forth above.

Return this signed form with the fully completed and signed application. A copy of this form will be given to you if you like.

Signature: _____ Date: _____

TOWNSHIP OF WOOLWICH APPLICATION FOR EMPLOYMENT
ACKNOWLEDGEMENT STATEMENT AND WAIVER

I CERTIFY TO THE BEST OF MY KNOWLEDGE, THE INFORMATION CONTAINED IN THIS APPLICATION AND THE ANSWERS GIVEN BY ME ARE TRUE AND COMPLETE. Furthermore, I give the Township of Woolwich authorization to investigate all of the statements made in this application as may be necessary in arriving at a decision to employ me.

I fully understand that nothing set forth in this employment application, or in the granting of an interview(s) is/are intended to create an employment agreement between myself and the Township of Woolwich for either employment, or the provision of any benefits. I also acknowledge that unless otherwise defined by law, any employment relationship with Woolwich Township is classified of an "at will" nature, which means that I may resign at any time and that the Township can discharge me as an employee at any time, with or without cause. I understand that no promise, representation or agreement contrary to the foregoing is binding on the Township unless it is authorized by written Resolution of the Township Committee.

In the event that the Township of Woolwich employs me and it is discovered that I have provided false or misleading information on the application or during an interview(s), I may be liable to disciplinary action including termination. I further accept and acknowledge that I am required to abide by all the rules, regulations, and Ordinances of the Township should I be employed.

Lastly, I understand that the Immigration Reform Control Act of November 6, 1986 requires that I provide the Township with legal proof of my residency or citizenship. I am fully aware that should I fail to provide such proof, I may be subject to termination.

Date: _____

Signature: _____

Woolwich Township
120 Village Green Drive
Woolwich Township, New Jersey 08085

Date: _____

Employment Application:

Applicant Information:

Name (Last, First, Middle): _____
Address: _____
City/Town: _____
Phone (Work): () _____ (Home): () _____
Social Security Number: _____ - _____ - _____

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 Township of Woolwich 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:	Starting Salary:		
Job Title:	Final Salary:		
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:	Starting Salary:		
Job Title:	Final Salary:		
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:	Starting Salary:		
Job Title:	Final Salary:		
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:	Starting Salary:		
Job Title:	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: (Circle)	Graduated: (Circle)	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 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 Woolwich, 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 later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Township 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 the right to secure additional job-related information about me. I release the Township and its representatives from all liability for seeking such information. I understand that the Township is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Township 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 Township may terminate me at any time in accordance with its established policies and procedures. No representatives of the Township 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 _____