



# ***Borough of Bernardsville Employment Application***

*(Please Print)*

**Position applied for:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## **Education**

*(For each school, list name & address of school, number years completed & diploma/degree)*

**High School:** \_\_\_\_\_

**College/University:** \_\_\_\_\_

**Graduate School:** \_\_\_\_\_

**Vocational, Business,  
Other:** \_\_\_\_\_

*Describe any other qualifications or experiences gained in professional organizations, school, community activities or volunteer services which relate to your ability to perform the job for which you are applying (exclude any information/activities that may reveal your membership in any classification protected by applicable federal, state or local laws). This information is voluntary.*

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*(Attach resume or additional sheet if necessary)*

## **Employment Experience**

*(List name & address of employer, dates of employment, work performed & hourly rate/salary)*

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*(Attach resume or additional sheet if necessary)*

*Describe any specialized training, apprenticeship, job-related skills, etc. which relates to your ability to perform the job for which you are applying:*

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*(Attach additional sheet if necessary)*

**References**

*(List name, address, phone & relationship to you)*

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**Please answer all of the following questions:**

- 1) Have you filed an application with the Borough of Bernardsville before? \_\_\_\_\_  
If so, when and for what position? \_\_\_\_\_
- 2) Have you previously been employed with the Borough of Bernardsville? \_\_\_\_\_  
If so, when and in what position? \_\_\_\_\_
- 3) Please identify any of your friends or relatives who work for the Borough of Bernardsville. \_\_\_\_\_
- 4) May we contact your present and/or past employer(s)? \_\_\_\_\_
- 5) If you are under 18 years of age and are hired, are you able to provide proof of authorization to work? \_\_\_\_\_
- 6) If hired, are you able to provide proof of identity and authorization to work in the U.S.? \_\_\_\_\_
- 7) Date available for work: \_\_\_\_\_

- 8) Desired salary range or hourly rate: \_\_\_\_\_
- 9) Do you have a valid driver's license (if required to perform the essential function of the position for which you are applying)? \_\_\_\_\_
- 10) Do you have a valid CDL (if required to perform the essential functions of the position for which you are applying)? \_\_\_\_\_
- 11) If you have served in the United States Armed Forces, list the branch of service, highest rank achieved, area of specialty, and any training which would be relevant to the position for which you are applying.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*State any additional information which may be helpful in considering your application:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Borough of Bernardsville is an Equal Opportunity Employer that will consider all applications without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, marital or familial status, genetic information or any other legally protected classification or status. The Borough of Bernardsville provides reasonable accommodations to qualified applicants and employees with a disability unless the accommodation would impose an undue hardship on the Borough. Please inform the Borough if you need an accommodation during the application process to ensure you are given a full and fair opportunity to be considered for employment. As an Equal Opportunity Employer, the Borough fully complies with applicable federal and state employment laws.

**Certification and Authorization**  
***Please read carefully before signing***

I hereby certify that all information contained in this application for employment and attachments is complete and accurate. I understand that any misstatement, omission, falsification, or misleading information in my application, resume, interview or in connection with any Borough records, regardless of when it is discovered, may result in me not being hired by the Borough or in my employment being terminated.

I understand that the information in this application is subject to verification and I authorize the Borough to contact my current and former employers, educational institutions, and references for information regarding my qualifications for employment and to verify the statements contained in this application.

***I understand that any employment with the Borough will be as an employee at-will, which means that I can voluntarily end such employment at any time or be terminated at any time with or without cause or notice, except as provided by any applicable collective negotiations agreement.***

Signature:

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

Dated: \_\_\_\_\_