



**BOROUGH OF MANVILLE  
HUMAN RESOURCES  
325 NORTH MAIN STREET  
MANVILLE, NJ 08835  
OFFICE: (908) 725-9478 EXT. 101**

REVISED 12/12/2023

We are an Equal Opportunity Employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, disability, sex, religion, national origin, creed, ancestry, marital status, sexual orientation, family status or any other legally protected status.

## APPLICATION FOR EMPLOYMENT

**E-mail Your Completed Application & Resume to [hr@manvillenj.org](mailto:hr@manvillenj.org)**

***A resume is not a substitute for completing this form in its entirety. All information will be verified and all references will be checked. Information will be kept confidential to the extent permitted by law.***

Position(s) Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_

LAST NAME FIRST NAME MIDDLE NAME

ADDRESS NUMBER STREET CITY STATE ZIP CODE

Telephone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

Email Address \_\_\_\_\_ Start Date \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ May we contact your current employer? \_\_\_\_\_

Name of Referral \_\_\_\_\_ Salary Desired \_\_\_\_\_

Have you ever applied for employment in this Borough before? \_\_\_\_\_ If yes, give date \_\_\_\_\_

Name of relative or friends employed by the Borough of Manville \_\_\_\_\_

If you are under 18 years of age please provide required proof of your eligibility to work. Please attach such proof.  Yes  No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?  Yes  No

**Proof of citizenship or immigration status will be required upon employment**

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "layoff" status and subject to recall?  Yes  No

Do you possess a valid driver's license?  Yes  No Number \_\_\_\_\_ STATE \_\_\_\_\_

Please sign here to indicate your authorization for the Borough to perform a record check of the Division of Motor Vehicle files: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Do you possess a valid commercial driver's license?  Yes  No License Class \_\_\_\_\_

Name and Address of School Course of Study Years Completed Diploma/ &/or year graduated Degree

Elementary School				
High School / Equivalent				
Undergraduate College				
Graduate / Professional				
Other (Specify)				

Are you taking any course of study now?  Yes  No If yes, provide details and date to be completed:

Please indicate any foreign languages you can speak, read and/or write:

Fluent  
Good  
Fair Speak  
Read  
Write


Describe any specialized training, apprenticeship, skills and extra-curricular activities. Include any job-related training (i.e. EMT or Firefighter training etc.) Exclude those that indicate race, religion, sex, age, national origin or other protected classifications:

List any scholastic honors, honorary societies, fellowships and scholarships: \_\_\_\_\_

**MILITARY SERVICE**

Branch \_\_\_\_\_ Date Entered \_\_\_\_\_ Current Status \_\_\_\_\_

*If discharged under less than honorable conditions, describe circumstances regarding discharge on an attached sheet*

**ADDITIONAL INFORMATION**

What professional licenses do you hold? \_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application (other work experiences, internships, school activities, apprenticeships, etc.) \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

**NOTE:** Must be completed even if resume is attached. Start with your present or last job. Include any job-related military service assignments and volunteer activities. All positions should be listed. Periods of nonemployment longer than 3 months should be explained.

<b>1. Employer</b>	<b>Dates</b>		<b>Work Performed:</b>
	From	To	
Address	Employer Email		
Your Job Title	Supervisor Title		
Supervisor Name	Supervisor Phone #		
Reason for Leaving			
<b>May we contact your employer?</b> <input type="checkbox"/> <b>Now</b> <input type="checkbox"/> <b>At a later date</b> <input type="checkbox"/> <b>Not at all</b>			
<b>2. Employer</b>	<b>Dates</b>		<b>Work Performed:</b>
	From	To	
Address	Employer Email		
Your Job Title	Supervisor Title		
Supervisor Name	Supervisor Phone #		
Reason for Leaving			
<b>May we contact your employer?</b> <input type="checkbox"/> <b>Now</b> <input type="checkbox"/> <b>At a later date</b> <input type="checkbox"/> <b>Not at all</b>			
<b>3. Employer</b>	<b>Dates</b>		<b>Work Performed:</b>
	To	From	
Address	Employer Email		
Your Job Title	Supervisor Title		
Supervisor Name	Supervisor Phone #		
Reason for Leaving			
<b>May we contact your employer?</b> <input type="checkbox"/> <b>Now</b> <input type="checkbox"/> <b>At a later date</b> <input type="checkbox"/> <b>Not at all</b>			

List professional, trade, business offices held. You may exclude membership which would reveal gender or other nondiscrimination factors as set forth on the first page hereof:

\_\_\_\_\_

Are you affiliated with any other company that requires work of you?  Yes  No If yes, please explain \_\_\_\_\_

Are you engaged in any personal business or enterprise?  Yes  No If yes, please explain \_\_\_\_\_

**REFERENCES**

List the names of three persons, not related to you, whom you have known for at least one year who are most familiar with your work ability and training.

1.	_____	(____)
	NAME	DAYTIME PHONE #
	_____	_____
	ADDRESS	E-MAIL ADDRESS
2.	_____	(____)
	NAME	DAYTIME PHONE #
	_____	_____
	ADDRESS	E-MAIL ADDRESS
3.	_____	(____)
	NAME	DAYTIME PHONE #
	_____	_____
	ADDRESS	E-MAIL ADDRESS

**APPLICANT'S STATEMENT**

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application. I understand that misrepresentation or omission of facts requested is basis for Borough's refusal to process this application further or, in the event of employment, cause for dismissal. Further, I understand that my employment is subject to the personnel policies rules, regulations, and policies applicable to employment contracts, labor agreements, Ordinances of the Borough of Manville, and laws of the State of New Jersey and the United States.

I release former employers and others from any liability that might arise from disclosure of information.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, employment contracts, labor agreements, personnel policies, any employment relationship with this organization of an "at will" nature, which means that the employee may resign at any time and the employer may discharge an employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Borough Committee.

Signature \_\_\_\_\_

Date \_\_\_\_\_

