



Allendale Police Department
290 Franklin Turnpike
Allendale, New Jersey 07401

Date: _____

EMPLOYMENT APPLICATION

APPLICANT INFORMATION:

Name (Last, First, Middle): _____

Address: _____

City/State/Zip: _____

Phone: Home: _____ Cell: _____ Work: _____

DOB: _____ SSN: _____

Position applied for: _____

Email: _____

Have you ever applied to the Borough of Allendale before? Yes No If yes, give date: _____

Date you can start? _____

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

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 plead guilty or been found guilty of a crime; disorderly persons offense; or any municipal ordinance? 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.

Employment History: This section must be completed even if you attach a resume. List your last four employers and major assignments with 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 at the bottom of this page.

Employer:	Date Started:	Work performed/Responsibilities:
Address:	Date Left:	
Job Title:	Starting Salary:	
Reason for leaving:	Final Salary:	
Supervisor's Name & Phone:		May we contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Date Started:	Work performed/Responsibilities:
Address:	Date Left:	
Job Title:	Starting Salary:	
Reason for leaving:	Final Salary:	
Supervisor's Name & Phone:		May we contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Date Started:	Work performed/Responsibilities:
Address:	Date Left:	
Job Title:	Starting Salary:	
Reason for leaving:	Final Salary:	
Supervisor's Name & Phone:		May we contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Date Started:	Work performed/Responsibilities:
Address:	Date Left:	
Job Title:	Starting Salary:	
Reason for leaving:	Final Salary:	
Supervisor's Name & Phone:		May we contact for 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: (Circle)	Graduated: (Circle)	Major Field:
Elementary:	5 6 7 8	Yes No	N / A
High School:	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
	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No

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 Allendale, 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 Allendale later discovers that information on this form was incomplete, untrue or inaccurate. I give the Borough of Allendale the right to investigate the information I have provided and talk with former employers (except where I have indicated they may not be contacted). I give the Borough of Allendale the right to secure additional job-related information about me. I release the Borough of Allendale and its representatives from all liability for seeking such information. I understand that the Borough of Allendale is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough of Allendale 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 Allendale may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough of Allendale 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: _____

DEPARTMENT USE ONLY

Interview Date: _____

Background Complete: _____

Resolution: Date: _____

Number: _____

Voluntary Affirmative Action Information

You are ***not*** required to provide this information. Provide only if you wish.

If you provide information on this page, it will be filed separately from the job application. This information will be used only for purposes of the affirmative action program.

APPLICANT INFORMATION:

Name (Last, First, Middle): _____

Address: _____

City/State/Zip: _____

Phone: Home: _____ Cell: _____ Work: _____

Position Applied For: _____

How did you learn about this position? Advertisement Employment Agency Friend
 Relative Walk-in Other (explain) _____

Information Regarding Status:

Gender: Male Female

Equal Employment Opportunity Identification Groups:
 White African-American (Non-Hispanic) Hispanic American Indian/Alaskan Native
 Asian/Pacific Islander Other: _____

Other Protected Groups:
 Individual with a disability Vietnam-era veteran (served between 1964 and 1975)
 Disabled veteran

For Borough of Allendale Use Only

Hired: Yes No Position: _____ Date: _____

Which EEO job classification best describes the position for which the applicant applied?

1. Officials and Managers	4. Sales workers	7. Operators (semi-skilled)
2. Professionals	5. Office and clerical workers	8. Laborer (unskilled)
3. Technicians	6. Craft workers (skilled)	9. Service workers

Borough of Allendale Official: _____ Date: _____