



BOROUGH of HO-HO-KUS **APPLICATION for EMPLOYMENT**

THE BOROUGH OF HO-HO-KUS IS AN EQUAL OPPORTUNITY EMPLOYER AND, AS SUCH, ITS EMPLOYMENT PRACTICES ARE IN ACCORDANCE WITH THE LAWS THAT PROHIBIT DISCRIMINATION ON THE BASIS OF AGE, ANCESTRY, ELIGIBILITY FOR SERVICE IN THE ARMED FORCES, COLOR, CREED, HANDICAP, MARITAL STATUS, NATIONAL ORIGIN, RACE, SEX, SEXUAL ORIENTATION AND ANY OTHER LEGALLY PROTECTED STATUS.

PLEASE PRINT ALL ANSWERS - ALL INFORMATION WILL BE HELD IN CONFIDENCE

Position Applied for: _____

Name (first, middle, last): _____

Address: _____ City: _____ State: _____ ZIP: _____

How Long at This Address? _____ Did You Ever Work for Ho-Ho-Kus Before? Yes No

If Yes, Give Dates and Position Held: _____

Home Phone: _____ Cell Phone: _____ Social Security #: _____

RECORD OF PREVIOUS EMPLOYMENT

LIST THE NAMES OF YOUR PRESENT AND PREVIOUS EMPLOYERS IN REVERSE ORDER, WITH YOUR MOST RECENT EMPLOYER FIRST. BE CERTAIN TO ACCOUNT FOR ALL PERIODS OF TIME INCLUDING MILITARY SERVICE AND PERIODS OF UNEMPLOYMENT. IF SELF-EMPLOYED, GIVE THE NAME OF YOUR BUSINESS.

Most Recent (or Present) Employer: _____

Address: _____ Phone: _____

Dates of Employment: _____ Highest Salary: \$ _____ Position/Title: _____

Reason for Leaving: _____

Previous Employer: _____

Address: _____ Phone: _____

Dates of Employment: _____ Highest Salary: \$ _____ Position/Title: _____

Reason for Leaving: _____

Previous Employer: _____

Address: _____ Phone: _____

Dates of Employment: _____ Highest Salary: \$ _____ Position/Title: _____

Reason for Leaving: _____

Previous Employer: _____

Address: _____ Phone: _____

Dates of Employment: _____ Highest Salary: \$ _____ Position/Title: _____

Reason for Leaving: _____

Have you ever been terminated or asked to resign from a job? Yes No

If yes, explain: _____

May we contact your present employer? Yes No If no, explain: _____

BE SURE TO COMPLETE BOTH SIDES OF THIS FORM

Have you ever pled guilty or "no contest" to, or been convicted of, a serious misdemeanor or felony in any state? Yes No If yes, explain the details and give the dates: _____

Note: Answering "yes" to this question does not automatically eliminate you from obtaining a position with the Borough of Ho-Ho-Kus.

Please explain any special training, actual experience, special qualifications, certifications and/or licenses that you possess that are or may be relevant to a position with the Borough of Ho-Ho-Kus: _____

Do you have a valid New Jersey driver's license? Yes No License #: _____
Do you have a valid New Jersey commercial driver's license (CDL)? Yes No
If you do have a CDL: License # _____ Class: _____

Have you ever worked or attended school under a different name?
If yes, give name: _____

EDUCATION

High School/Location: _____ # years _____
College/Location: _____ # years _____
Major Subject: _____ Degree: _____
Graduate School/Location: _____
Major Subject: _____ Degree: _____
Trade School/Location: _____ # years _____
Subject: _____ Cert/License: _____

List all languages other than English that you speak, read or write fluently:

1. _____ Speak Read Write
2. _____ Speak Read Write

REFERENCES

Name: _____ Relationship: _____ Phone: _____
Name: _____ Relationship: _____ Phone: _____
Name: _____ Relationship: _____ Phone: _____

I understand that any offer of employment may be contingent upon the passing of a medical examination, and that the Borough of Ho-Ho-Kus reserves the right to require me to submit to a drug test prior to or at any time during my employment. I consent to the disclosure of the results of any medical examination or drug test to the Borough of Ho-Ho-Kus. I understand that should I decline to take any of the required tests, my application for employment may be rejected or my employment will be terminated.

I hereby authorize the Borough of Ho-Ho-Kus to investigate my references, work record, education and any other matters relating to my suitability for employment including a criminal background check (which may include fingerprinting), and I further authorize my present employer and former employers to disclose any information related to my work records without giving me prior notice of such disclosure. I hereby release the Borough of Ho-Ho-Kus, my present and former employers and all other persons, schools, organizations or businesses from any and all claims or liabilities arising out of, or in any way related to, any such investigation or disclosure.

I agree to abide by all rules and regulations of the Borough of Ho-Ho-Kus and I understand that knowingly giving false statements or consequential omissions of any kind are sufficient grounds for denying employment or, if hired, terminating my employment. I have read and understand the above statement and certify that all of the information that I have provided on this application and during the interview is true and accurate.

Signature of Applicant: _____ Date: _____