



Borough of Beach Haven
300 Engleside Avenue
Beach Haven, NJ 08008

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Do you possess a current driver's license? YES ☐ NO ☐ If yes, DL #? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title &
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES
☐

NO
☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title &
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES
☐

NO
☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title &
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
 ☐ ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain:

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.

Understanding and Agreements

As an applicant for a position with the Borough of Beach Haven, I understand 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 Beach Haven later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Borough of Beach Haven 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 Beach Haven the right to secure additional job-related information about me. I release the Borough of Beach Haven and its representatives from all liability for seeking such information. I understand that the Borough of Beach Haven is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough of Beach Haven 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 Beach Haven may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough of Beach Haven 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.*

Signature: _____ Date: _____