



Borough of Netcong

23 MAPLE AVENUE
NETCONG, NEW JERSEY 07857
TEL 973-347-0252 FAX 973-347-3020

The Borough of Netcong is an equal opportunity provider and employer. The Borough of Netcong considers applicants for all positions without regard to age, race, creed, color, national origin, ancestry, marital or veteran status, gender, affectional or sexual orientation, domestic partnership status, disability, or any other characteristic protected from discrimination by law.

Name: _____

Date: _____

Position(s) Applying For: _____
(Or type of work seeking / department of interest)

A RESUME IS NOT A SUBSTITUTE FOR COMPLETING THIS FORM IN ITS ENTIRETY.

Instructions for completing this application:

- Resumes can be submitted with the application, however, all questions on this application must be fully answered. Do not indicate "See Resume" on any part of this application and then leave sections blank. This application requests more information than can be obtained from a resume.
- If a question does not apply, please write N/A.
- Please indicate the specific position for which you are applying. If you are not applying for a specific job opening, please provide some indicator of the type of work for which you are looking (ex. administrative, management) and/or the department of interest (ex. Clerk, Public Works).
- Do not abbreviate the name of your employers or education. Provide complete addresses and telephone numbers for all employers, references, and educational institutions.
- Be sure to sign and date the last page of this application in the Applicant's Statement section.
- Applications via email are accepted by emailing the entire application as well as a resume and cover letter to rblakeslee@netcong.org.
- In order to be considered for a specific posting, all applications must be received by the Administrator by the deadline date and time listed in the ad.

All information obtained will be kept confidential and will be provided to only those persons involved in the screening and hiring process.

PLEASE NOTE: Only those candidates being considered for an interview will be contacted. Calls will not be returned to confirm receipt of applications.

Personal Information

Last Name		First Name		Middle Initial
Address	City	State	Zip Code	
Phone Number		Social Security Number		
Email Address			Date of Birth ____/____/____	

How did you learn about this position?

- Newspaper Advertisement; Please list the publication _____
 Borough of Netcong Website Friend / Family Inquiry Employment Agency
 League of Municipalities Website Other; Please specify _____

If you are under the age of 18, can you provide the necessary proof of work eligibility? Yes No

Have you ever applied to or been previously employed by the Borough of Netcong?

- Are you currently employed? Yes No
 May we contact your current employer? Yes No
 Are you a member of any state or local pension system? Yes No
 Are you a citizen of the United States? Yes No
 Are you authorized to work in the United States on an unrestricted basis? Yes No

Date available to begin work ____/____/____ Desired Salary \$ _____

Are you currently of "lay-off" status, subject to recall?
(Off-season for seasonal employment is included in this question)

What is your availability to work?

- Full Time
 Part Time (Please indicate: Mornings Afternoons Evenings)
 Temporary
 Other; Please provide schedule _____

- Can you travel if a job requires it? Yes No
 Do you have a valid New Jersey driver's license? Yes No
 Are you willing to work overtime? Yes No
 Do you consent to a background check? Yes No
 Have you ever been convicted of a felony? Yes No
 Do you have a clean driving record?..... Yes No

Optional Demographic Information

Please Note: You are NOT required to fill out this page if you do not want to. The Borough of Netcong is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at Program.intake@usda.gov. No information collected on this page will be used in and decisions made in the hiring process.

If you do choose to fill out this page, please identify the following:

Race:

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Other: _____

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

Gender:

- Male
- Female
- Non-binary
- Prefer not to say

Sexual Orientation:

- Straight
- Gay
- Lesbian
- Bisexual
- Prefer not to say

Military History: (Please circle: Can you be called back to active duty? Yes No)

- Veteran
- Active Duty
- Reserve
- Dependent
- Other: _____

Education and Training

	Name & Complete Address of School	Course of Study	# Of Years Complete	Did you graduate?	Diploma or Degree (Please be specific)
High School / GED				YES <input type="checkbox"/>	
Undergraduate / Associate				YES <input type="checkbox"/>	
Graduate				YES <input type="checkbox"/>	
Technical, Other (please specify)				YES <input type="checkbox"/>	

Describe any specialized skills, training, apprenticeship(s), and/or extracurricular activities that you have, have performed or have been involved with. *(You can exclude membership that would indicate any characteristic protected from discrimination by law.)*

List any professional, trade, business or civic activities and offices held. *(You can exclude membership that would indicate any characteristic protected from discrimination by law.)*

Applicant's Statement

I certify that all information provided in this Employment Application is true and complete. I authorize the Borough of Netcong, its representatives, employees or agents to investigate all statements contained in this Employment Application as may be necessary in arriving at an employment decision. I also authorize the Borough of Netcong, its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby release the Borough of Netcong, its representatives, employees or agents from any liability for seeking, gathering and using such information in the employment process; I hereby release all other persons, corporations or organizations from any liability for furnishing such information about me.

I certify that the information provided herein is truthful and I further understand that any information provided by me that is found to be false or misleading in any respect will be sufficient cause to cancel further consideration of this application and/or immediately discharge me from the Borough of Netcong's employment, whenever it is discovered.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Borough of Netcong is of an 'at will' nature, which means that the Employee can resign at any time and the Borough of Netcong may discharge the Employee at any time with or without cause. Additionally, I understand that this Employment Application does not constitute an agreement or contract for employment for any specific period or definite duration. It is also understood that this 'at will' employment relationship may not be changed by any written document, assurances to the contrary or implied oral or written agreements unless it is specifically acknowledged in writing by the Borough Administrator of the Borough of Netcong.

This Employment Application will remain active for 90 days.

I understand that if employed by the Borough of Netcong I must abide by all of its rules and regulations. I certify that I have read, understand, and accept all terms of this Application and Statement.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY
Remarks: _____

