



APPLICATION FOR EMPLOYMENT

Library/City of Englewood
 31 Engle Street
 Englewood, NJ 07631
 AN EQUAL OPPORTUNITY EMPLOYER

Today's Date: _____

PERSONAL INFORMATION

Last Name: _____ First: _____ Middle Initial: _____

Is this your legal name? Yes No
 If not, what is your legal name? _____
 Are you in the U.S. on a visa that prohibits you from working? Yes No

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

P.O. Box: _____ City: _____ State: _____ ZIP Code: _____

New Jersey Driver's License: Yes No
 (If NO, what State?) _____
 Drivers License #: _____ List any endorsements: _____

Military Service – Have you been in U.S. Military Service? Yes No
 Honorably Discharged? Yes No
 If YES to Military Service, describe duties while on active duty: _____

EMERGENCY CONTACT

First Name: _____ Last Name: _____ Relationship: _____

Street address: _____ City/State/ZIP Code: _____ Telephone #: _____

POSITION

Position applying for: _____ When can you start? _____

Please list any languages other than English which you speak, read, or write: _____
 List and describe any internships, licenses, certifications or registrations connected with your profession or trade. (Give name of state in which license, certification or registration is held.): _____

Have you any previous New Jersey State, County, or Municipal employment? Yes No
 If YES, state employer, date, and details: _____

EDUCATION

Education (check the highest level of education you have completed): 9 10 11 12
 Name of High School: _____ Dates of Attendance: _____

Some College: Bachelor: Associate: Some Post Graduate: Masters: Doctorate:
 Name of College or University: _____ Dates of Attendance: _____
 Major: _____

WORK EXPERIENCE

This section must be completed even if you attach a resume. Explain any gaps in employment in the space marked "Comments". List most your most recent employer first

Check here if we may contact your present employer

Present or Last Employer:

Address:

Contact Phone #:

Reason for Leaving:

Dates in Position:

Salary:

Position:

Duties:

Start:

Final:

Yearly:

Previous Employer:

Address:

Contact Phone #:

Reason for Leaving:

Dates in Position:

Salary:

Position:

Duties:

Start:

Final:

Yearly:

Comments:

Machines operated and/or special skills:

Typing? WPM Speed: _____ Shorthand? If YES, WPM Speed: _____

Occasionally the form of application blanks makes it difficult for individuals to summarize adequately their complete backgrounds. To assist us in finding the proper position for you in the City of Englewood, use the space below to summarize any additional information.

PROFESSIONAL REFERENCES

Do not give relatives as references

Name	Address	Telephone	Business or Occupation	Relationship
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Give name of any relative(s) working for the City of Englewood

In what department do they work?

I, the undersigned, in applying for this position with the City of Englewood, fully understand that the services will be for a probationary period of six months or longer. I further certify that the information given by me to questions and statements in this application is true to the best of my knowledge. I understand that any misinterpretation by me will be sufficient cause for rejection of this application or for discharge from employment by the City of Englewood.

Signature of Applicant

Date of Application

To the maximum extent permitted by law, the employment practices of the City shall operate under the legal doctrine known, as "employment at will." Within federal and state law, and any applicable collective bargaining unit agreement, the City shall have the right to terminate an employee at any time for cause, except the City shall comply with all federal and state legal requirements requiring notice and an opportunity to be heard in the event of discipline or dismissal.

Federal laws prohibit discrimination in employment because of race, color, religion, age, gender, disability, marital or veteran status, sexual orientation, or national origin. In compliance with these laws, Bergen County has enacted an Affirmative Action Program.