



**TOWNSHIP OF RIVER VALE
406 RIVERVALE ROAD
RIVER VALE, NJ 07675
(201) 664-2346**

Employment Application

An Equal Opportunity Employer

The Township of River Vale is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

Please print and fill out all sections

Applicant Information

Applicant Name _____

Home Phone _____

Other _____

Email Address _____

Current Address: _____

City _____

State & Zip _____

How were you referred to the Township of River Vale? _____

Employment Positions

Position(s) applying for: _____

Are you applying for:

- Temporary work – such as summer or holiday work? [] Y or [] N
- Regular part-time work? [] Y or [] N
- Regular full-time work? [] Y or [] N

What days and hours are you available for work? _____

If applying for temporary work, when will you be available? _____

If hired, on what date can you start working? _____

Can you work on the weekends? [] Y or [] N

Can you work evenings? [] Y or [] N

Are you available to work overtime? [] Y or [] N

Salary desired: \$_____

Personal Information:

Have you ever applied to / worked for the Township of River Vale before? [] Y or [] N

If yes, please explain (include date): _____

Do you possess a current driver's license? [] Y or [] N

Do you possess a current commercial driver's license? [] Y or [] N

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.) [] Y or [] N

If hired, would you be able to present evidence that you legally can work in the United States? [] Y or [] N

If hired, are you willing to submit to and pass a controlled substance test? [] Y or [] N

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? [] Y or [] N

If no, describe the functions that cannot be performed

Have you ever been convicted of a criminal offense (felony or misdemeanor)?

[] Y or [] N

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case. _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Employment History: This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Explain any gaps in employment.

Employer: _____

Date Started: _____ Date Left: _____

Address: _____

Job Title: _____

Starting Salary: _____ Final Salary: _____

Responsibilities: _____

Reason for leaving: _____

Supervisor's name and phone number: _____

May we contact for a reference: [] Y or [] N

.....

Employer: _____

Date Started: _____ Date Left: _____

Address: _____

Job Title: _____

Starting Salary: _____ Final Salary: _____

Responsibilities: _____

Reason for leaving: _____

Supervisor's name and phone number: _____

May we contact for a reference: [] Y or [] N

.....
Employer: _____

Date Started: _____ Date Left: _____

Address: _____

Job Title: _____

Starting Salary: _____ Final Salary: _____

Responsibilities: _____

Reason for leaving: _____

Supervisor's name and phone number: _____

May we contact for a reference: Y or N

.....
Employer: _____

Date Started: _____ Date Left: _____

Address: _____

Job Title: _____

Starting Salary: _____ Final Salary: _____

Responsibilities: _____

Reason for leaving: _____

Supervisor's name and phone number: _____

May we contact for a reference: Y or N
.....

Education, Training and Experience

High School:

School name: _____

School address: _____

School city, state, zip: _____

of years completed: _____

Did you graduate? [] Y or [] N

College / University:

School name: _____

School address _____

School city, state, zip: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

Military:

Branch: _____

Rank in Military: _____

Total Years of Service: _____

Skills/duties: _____

Related details: _____

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by the Township of River Vale that such employment with the Township of River Vale is at will, for no specified duration and may be terminated by either the Township of River Vale or myself at any time, with or without cause or notice.

I understand that none of the documents, policies, procedures, actions, statements of the Township of River Vale or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of the Township of River Vale has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the Business Administrator of the Township of River Vale.

In consideration for employment with the Township of River Vale, if employed, I agree to conform to the rules, regulations, policies and procedures of the Township of River Vale at all times and understand that such obedience is a condition of employment. I understand that due to the nature of the Township of River Vale business, attendance and punctuality are considered essential requirements of every job at the Township of River Vale and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with the Township of River Vale, I shall be required to submit to a drug screening and background check as a condition of employment.

I understand unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to the Township of River Vale and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature of applicant

Date