



Borough of Caldwell
1 Provost Square, Caldwell, New Jersey 07006

Employment Application

Applicant Information:	
Name (Last, First, Middle): _____	
Address: _____	
City/Town/Zip: _____	
Telephone: Home () _____	Cell: () _____
E-mail: _____	Social Security Number: _____ - _____ - _____

Position applied for: _____

Have you ever applied to the Borough of Caldwell before: _____ Yes _____ No If yes, give date _____

Date you can start: _____ Salary desired: _____

Are you available to work: _____ Full time _____ Part time _____ Temporary _____ Seasonal

Are you currently employed: _____ Yes _____ No May we contact you at work: _____ Yes _____ No

May we contact your current employer: _____ Yes _____ No

Are you currently on layoff status and subject to recall: _____ Yes _____ No

Do you possess a valid driver's license: _____ Yes _____ No

Do you possess a valid commercial driver's license: _____ Yes _____ No If yes, please list any endorsements: _____

If you are under eighteen years of age, can you provide proof of eligibility to work: _____ Yes _____ No

Are you legally eligible to work in the United States of America: _____ Yes _____ No (*Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.*)

Please be advised that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests as well as complete background and criminal checks.

School:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

Languages: List any foreign languages you know and indicate your level of proficiency.

Language:	Speak Some:	Speak Fluently:	Read:	Write:

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.

Comments & Additional Information: Is there any additional information about you we should consider?

References: Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:

Understandings and Agreements:

As an applicant for a position with the Borough of Caldwell, I understand and agree 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 Caldwell later discovers that information on this form was incomplete, untrue, or inaccurate.

I give the Borough of Caldwell 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 Caldwell the right to secure additional job-related information about me. I release the Borough of Caldwell and its representatives from all liability for seeking such information.

I understand that the Borough of Caldwell is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough of Caldwell will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and the Borough of Caldwell may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough of Caldwell 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 I may be subject to complete background and criminal checks.

For your application to be considered, you must sign and date below.

Applicant's Signature _____ **Date** _____