



# Employment Application

## The Town of Phillipsburg

The Town of Phillipsburg is an Equal Opportunity Employer. The Town of Phillipsburg prohibits discrimination in all aspects of employment on the basis of race, creed, color, national origin/nationality, ancestry, religion/religious practices or observances, age, sex, pregnancy or breastfeeding, gender identity or expression, affectional or sexual orientation, marital status, civil union status, domestic partnership status, disability or perceived disability, atypical hereditary cellular or blood trait, genetic information, status as a veteran or disabled veteran of, or liability for service in, the Armed Forces of the United States, and any other characteristic protected by law.

### APPLICANT INFORMATION

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Are you eligible to work in the U.S?  Yes  No

Are you at least 18 years or older?  Yes  No (If no, you may be required to provide authorization to work.)

Do you have a valid Driver's License:  Yes  No (A driver's license history may be requested.)

### EMPLOYMENT DESIRED

Position Desired: \_\_\_\_\_

Date you can start: \_\_\_\_\_ Hourly Rate/Salary desired: \_\_\_\_\_

### JOB REQUIREMENTS

Can you work overtime, including weekends if necessary?  Yes  No

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation?  Yes  No

Availability:

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:							
To:							

**REFERRAL SOURCE**

How did you hear about us? \_\_\_ Walk In \_\_\_ Website/Internet \_\_\_ In House Referral \_\_\_ Other

Have you ever worked for the Town of Phillipsburg before? \_\_\_ Yes \_\_\_ No Explain \_\_\_\_\_

Do you know anyone who works for the Town? \_\_\_ Yes \_\_\_ No If yes, who? \_\_\_\_\_

<b>EDUCATION</b>	<b>Name &amp; Location</b>	<b>Dates Attended/Years Completed</b>	<b>Degree Received</b>	<b>Subjects studied/Major</b>
High School				
College or University				
Other Schooling				

**EMPLOYMENT HISTORY** Please list most recent and work backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Phone/Email
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Phone/Email
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Phone/Email
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

## Skills and Qualifications

Please attach a resume if applicable.

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. \_\_\_\_\_

Have you completed any special courses, seminars, and/or training directly related to the position that you are applying for? If yes, explain. \_\_\_\_\_

## REFERENCES

Please list 3 professional references. If not applicable list three school or personal references that are not related

Name	Title/Company/ Relationship	Years Known	Phone Number and/or Email
1			
2			
3			

### **Please read carefully before signing.**

By submitting this application, I affirm that all information provided herein is true, accurate, and complete to the best of my knowledge. I understand that any false statements, misrepresentations, or omissions may result in disqualification from employment consideration or termination of employment, if hired.

I authorize The Town of Phillipsburg to verify any information provided in this application, including but not limited to employment history, education, and references. I release all parties, including former employers and educational institutions, from any liability arising from the provision and use of such information.

I understand that this application does not guarantee employment with The Town of Phillipsburg and does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreement contrary to the foregoing express language is valid unless is written and signed by the town's Mayor. I also understand that any offer of employment is contingent upon the successful completion of a background check, drug screening, and any other pre-employment requirements deemed necessary by the company.

Furthermore, I agree to adhere to all company policies, procedures, and guidelines, as well as applicable laws and regulations, if hired. I understand that my employment with The Town of Phillipsburg is at-will, meaning that either party may terminate the employment relationship at any time, with or without cause or notice.

I acknowledge that I have read and understood the above statements and agree to comply with all terms and conditions outlined herein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

THIS APPLICATION IS VALID ONLY FOR 30 DAYS FROM THE DATE ABOVE.