

**APPLICATION FOR EMPLOYMENT**  
**BOROUGH OF SEA BRIGHT**  
1167 Ocean Avenue, Sea Bright, NJ 07760

The Borough of Sea Bright is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, marital status or disability in employment. Applicants requiring accommodations to the application and/or interview process should notify the Borough Clerk.

Resumes are not accepted in lieu of applications.

<b>PRINT IN INK OR TYPE</b>			
Position applied for: _____			
NAME: _____			
Last	First	Middle	
ADDRESS: _____			
Number/Street	City	State	Zip Code
TELEPHONE # _____			
Home		Cell Phone	
SOCIAL SECURITY # _____			
Are you at least 18 years of age? YES ___ NO ___			
Do you have a valid Driver's License? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Current Driver's License # _____			
(State)		(Number)	
Have you ever filed an application here before? YES ___ NO ___			
If yes, give date _____			
Have you ever been employed here before? YES ___ NO ___			
If yes, give date and reason for separation _____			
_____			
Are you employed now? YES ___ NO ___			
On what date will you be available to work? _____			
Are you available to work:			
Full time ___ Part time ___ Shift Work ___ Temporary ___ Morning ___ Afternoon ___ Evening ___			
Have you been convicted of a felony within the last 7 years?			
YES ___ NO ___ If yes, please explain _____			
_____			

Do you have any physical, mental or medical impairment or disability that would limit your job performance for the position for which you are applying? YES \_\_\_ NO \_\_\_

Are there any workplace accommodations which would ensure better job placement and/or enable you to perform your job to your maximum capability? YES \_\_\_ NO \_\_\_  
If yes, please indicate \_\_\_\_\_

Do you speak, read or write in any foreign languages?

YES \_\_\_ NO \_\_\_ If yes, please indicate \_\_\_\_\_

Are you a U.S. Citizen? YES \_\_\_ NO \_\_\_

If no, what Country are you a citizen of? \_\_\_\_\_

Are you a U.S. veteran? YES \_\_\_ NO \_\_\_

Are you the surviving spouse of a U.S. Veteran? YES \_\_\_ NO \_\_\_

Are you currently authorized to work in the U.S.? YES \_\_\_ NO \_\_\_

(Legal Proof of authorization to work in the U.S. is required if offered employment)

Are you related to anyone in our employ? (past or present) YES \_\_\_ NO \_\_\_

If yes, Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**EDUCATION**

(Indicate School Names, Year Completed, Degree Received)

High School

College

Other

_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe any specialized training, apprenticeships, skills and extracurricular activities:

Give any additional information you feel may be helpful to us in considering your application:

Do you type? YES \_\_\_ NO \_\_\_ If yes, approximate speed \_\_\_\_\_

United States Military:

Are you applicable? YES \_\_\_ NO \_\_\_ if so,

branch \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Final Rank \_\_\_\_\_ Specialty \_\_\_\_\_

**REFERENCES (Not Relatives)**

\_\_\_\_\_  
Name Address Telephone

\_\_\_\_\_  
Name Address Telephone

\_\_\_\_\_  
Name Address Telephone

<b>EMPLOYMENT HISTORY (start with most recent employer)</b>		
Employer's Name and Address _____	Job Title _____ From _____ To _____	Salary _____
_____	Telephone Number: _____	
May we check this reference? YES ___ NO ___		
Employer's Name and Address _____	Job Title _____ From _____ To _____	Salary _____
_____	Telephone Number: _____	
May we check this reference? YES ___ NO ___		
Employer's Name and Address _____	Job Title _____ From _____ To _____	Salary _____
_____	Telephone Number: _____	
May we check this reference? YES ___ NO ___		

If you would like to include other employers, please attach on a separate sheet of paper. Thank you.

**SUBSTANCE ABUSE POLICY**

The Borough of Sea Bright requires all offers of employment extended to all applicants including those whose job duties require that they hold a Commercial Drivers License, operate Borough equipment, Lifeguard, Police and/or Recreation, Administrative Office or Public Works Employees be conditioned on the applicant's ability to pass a mandated physical examination which includes a drug screen. Failure to pass pre-employment screening will result in withdrawal of a conditional offer of employment. Refusal to sign the appropriate release and consent forms for testing, or any failure to provide a valid specimen for testing will be regarded as a failed test, thereby rendering the applicant disqualified for employment.

Any employee convicted of violating any criminal drug statute occurring at the workplace must notify the Borough Clerk, in writing, of said conviction no later than five (5) days after such conviction.

If an applicant has any questions regarding this Policy, additional information may be requested from the Borough Clerk.

**PLEASE READ THE FOLLOWING STATEMENT CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING BELOW**

I certify that all the information provided by me in connection with my application is true and complete. I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or if hired, termination. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S. I authorize the Borough of Sea Bright to contact any of the persons or organization referenced in this application. I authorize the references and contacts provided to give the Borough of Sea Bright all information concerning my previous employment, education, or any other pertinent information they might have with regard to any of the subjects covered by this application.

Also, as a condition of employment, I agree to comply with requests for drug testing, fingerprinting and background checks as required by the Borough of Sea Bright's Municipal Clerk's Office.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE