



# EDISON

*Human Resources*

100 Municipal Boulevard  
Edison, New Jersey 08817  
Phone 732-248-6441  
Fax 732-248-7706

## EMPLOYMENT APPLICATION

*The Township of Edison is an Equal Opportunity Employer.*

**Position applying for:** \_\_\_\_\_

**PERSONAL INFORMATION:**

LAST NAME: \_\_\_\_\_ FIRST \_\_\_\_\_ MI \_\_\_\_\_

STREET: \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_

Are you eligible for employment in the U.S.A.  **YES**  **NO** If hired, you will be required to submit proof of your eligibility to work in the U.S.A.

Are you over the age of eighteen (18)  **YES**  **NO** If hired, you will be subject to verification that you are of minimum legal age.

Where you previously employed by the Township Of Edison  **YES**  **NO**

If so, when \_\_\_\_\_ Where \_\_\_\_\_

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation?  **YES**  **NO**

If your application is considered favorably, on what date will you be available for work:

\_\_\_\_\_

**EDUCATION AND TRAINING**

**Circle last grade completed - Grade: 9 10 11 12 – College: 1 2 3 4**

Name and address of High School	Course Studied	Graduated/Degree YES NO
Name and address College/ University/ Other	Course Studied	Graduated/Degree YES NO

List any scholarships, academic honors, awards or special achievements:

---



---



---

List any skills you have that are appropriate for the position you are applying for:

---



---



---

List any foreign languages spoken:

	___ Fluent	___ Fair
	___ Fluent	___ Fair
	___ Fluent	___ Fair

Why do you believe you are qualified for this position?

---



---



---



---



---



---

**EMPLOYMENT HISTORY**

Starting with your PRESENT or MOST RECENT EMPLOYER list in consecutive order all employment for at least the past FOUR employers:

<b>Full Name of Company</b>	<b>Salary</b> Begin:	<b>Salary</b> End:
<b>Address</b>	<b>Employed</b> From:	<b>Employed</b> To:
<b>Supervisor</b>	<b>Phone</b>	<b>May we contact this employer?</b> <b>Yes      No</b>
<b>Position/Job Duties</b>	<b>Reason for leaving:</b>	
<b>--FOR OFFICE USE ONLY--</b>		
<b>Results of reference check:</b>		

<b>Full Name of Company</b>	<b>Salary</b> Begin:	<b>Salary</b> End:
<b>Address</b>	<b>Employed</b> From:	<b>Employed</b> To:
<b>Supervisor</b>	<b>Phone</b>	<b>May we contact this employer?</b> <b>Yes      No</b>
<b>Position/Job Duties</b>	<b>Reason for leaving:</b>	
<b>--FOR OFFICE USE ONLY--</b>		
<b>Results of reference check:</b>		

**EMPLOYMENT HISTORY** *continued*

<b>Full Name of Company</b>	<b>Salary</b> Begin:	<b>Salary</b> End:
<b>Address</b>	<b>Employed</b> From:	<b>Employed</b> To:
<b>Supervisor</b>	<b>Phone</b>	<b>May we contact this employer?</b> <b>Yes      No</b>
<b>Position/Job Duties</b>	<b>Reason for leaving:</b>	
<b>--FOR OFFICE USE ONLY--</b>		
<b>Results of reference check:</b>		

<b>Full Name of Company</b>	<b>Salary</b> Begin:	<b>Salary</b> End:
<b>Address</b>	<b>Employed</b> From:	<b>Employed</b> To:
<b>Supervisor</b>	<b>Phone</b>	<b>May we contact this employer?</b> <b>Yes      No</b>
<b>Position/Job Duties</b>	<b>Reason for leaving:</b>	
<b>--FOR OFFICE USE ONLY--</b>		
<b>Results of reference check:</b>		

**PERSONAL REFERENCES**

Please list three references we may contact other than family or previous employers:

Name	
Address	
Phone	Relationship
<b>--FOR OFFICE USE ONLY--</b>	
<b>Results of reference check:</b>	

Name	
Address	
Phone	Relationship
<b>--FOR OFFICE USE ONLY--</b>	
<b>Results of reference check:</b>	

Name	
Address	
Phone	Relationship
<b>--FOR OFFICE USE ONLY--</b>	
<b>Results of reference check:</b>	

**APPLICANTS STATEMENT**

I, \_\_\_\_\_ certify that the answers given herein are true and complete to the best of my knowledge and that in the event of employment false or misleading information given in this application or during the interview process may result in immediate discharge.

I understand that I am required to satisfactorily complete a pre-employment physical and drug and alcohol test as a condition of employment. A successful background check/credit check done post offer may also be required as a condition of continued employment. The ability to possess and maintain a CDL license is also required for certain positions. All licenses and certifications must always remain current.

**Signature of applicant:**

**Date:**

---

*The Township of Edison considers applicants for all positions without regard to race, creed, color, national origin, ancestry, age, religion, gender, disability which can be reasonably accommodated without undue hardship, marital status, or sexual orientation, veteran status, genetic information, atypical hereditary cellular or blood trait or any other legally protected characteristic.*

**We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application.**

**Mail completed application and resume to:**

**Township of Edison  
HR Dept.  
100 Municipal Blvd.  
Edison NJ 08817**