



Allendale Police Department  
290 Franklin Turnpike  
Allendale, New Jersey 07401

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

## EMPLOYMENT APPLICATION

### APPLICANT INFORMATION:

Name (Last, First, Middle): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Email: \_\_\_\_\_

Have you ever applied to the Borough of Allendale before? ☐ Yes ☐ No If yes, give date: \_\_\_\_\_

Date you can start? \_\_\_\_\_

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary?

Are you currently employed? ☐ Yes ☐ No May we contact you at work? ☐ Yes ☐ No

May we contact your current employer? ☐ Yes ☐ No

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.

Have you ever plead guilty or been found guilty of a crime; disorderly persons offense; or any municipal ordinance? ☐ Yes ☐ No

Employment is conditional upon the results of the criminal background check. An answer of "Yes" may disqualify you from employment depending upon the circumstances involved. If "Yes", please explain below.

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**Employment History:** This section must be completed even if you attach a resume. List your last four employers and major assignments with the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located at the bottom of this page.

Employer:	Date Started:	Work performed/Responsibilities:
Address:	Date Left:	
Job Title:	Starting Salary:	
Reason for leaving:	Final Salary:	
Supervisor's Name & Phone:		May we contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Date Started:	Work performed/Responsibilities:
Address:	Date Left:	
Job Title:	Starting Salary:	
Reason for leaving:	Final Salary:	
Supervisor's Name & Phone:		May we contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Date Started:	Work performed/Responsibilities:
Address:	Date Left:	
Job Title:	Starting Salary:	
Reason for leaving:	Final Salary:	
Supervisor's Name & Phone:		May we contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Date Started:	Work performed/Responsibilities:
Address:	Date Left:	
Job Title:	Starting Salary:	
Reason for leaving:	Final Salary:	
Supervisor's Name & Phone:		May we contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Education:** Provide information on your formal schooling and education. Include elementary, secondary and post-secondary education, if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business or Trade.

School	Years Completed: (Circle)	Graduated: (Circle)	Major Field:
Elementary:	5   6   7   8	Yes   No	N / A
High School:	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
	Yes   No	Yes   No	Yes   No	Yes   No
	Yes   No	Yes   No	Yes   No	Yes   No
	Yes   No	Yes   No	Yes   No	Yes   No
	Yes   No	Yes   No	Yes   No	Yes   No

**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.

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

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**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 Allendale, 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 Allendale later discovers that information on this form was incomplete, untrue or inaccurate. I give the Borough of Allendale 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 Allendale the right to secure additional job-related information about me. I release the Borough of Allendale and its representatives from all liability for seeking such information. I understand that the Borough of Allendale is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough of Allendale will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that the Borough of Allendale may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough of Allendale 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 some positions may involve complete background and criminal checks.

Applicant's Signature: \_\_\_\_\_

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

**DEPARTMENT USE ONLY**

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

Background Complete: \_\_\_\_\_

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

Number: \_\_\_\_\_

## Voluntary Affirmative Action Information

You are ***not*** required to provide this information. Provide only if you wish.

If you provide information on this page, it will be filed separately from the job application. This information will be used only for purposes of the affirmative action program.

### **APPLICANT INFORMATION:**

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Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

How did you learn about this position? ☐ Advertisement ☐ Employment Agency ☐ Friend  
☐ Relative ☐ Walk-in ☐ Other (explain) \_\_\_\_\_

### Information Regarding Status:

Gender:

☐ Male ☐ Female

Equal Employment Opportunity Identification Groups:

☐ White ☐ African-American (Non-Hispanic) ☐ Hispanic ☐ American Indian/Alaskan Native  
☐ Asian/Pacific Islander ☐ Other: \_\_\_\_\_

Other Protected Groups:

☐ Individual with a disability ☐ Vietnam-era veteran (served between 1964 and 1975)  
☐ Disabled veteran

### **For Borough of Allendale Use Only**

Hired: ☐ Yes ☐ No Position: \_\_\_\_\_ Date: \_\_\_\_\_

Which EEO job classification best describes the position for which the applicant applied?

- |                           |                                |                             |
|---------------------------|--------------------------------|-----------------------------|
| 1. Officials and Managers | 4. Sales workers               | 7. Operators (semi-skilled) |
| 2. Professionals          | 5. Office and clerical workers | 8. Laborer (unskilled)      |
| 3. Technicians            | 6. Craft workers (skilled)     | 9. Service workers          |

Borough of Allendale Official: \_\_\_\_\_ Date: \_\_\_\_\_