



VILLAGE OF RIDGEWOOD

Village of Ridgewood
131 N Maple Avenue
Ridgewood, NJ 07450

Date: _____

EMPLOYMENT APPLICATION

Applicant Information	
Name (Last, First, Middle)	
Address	
City/Town	
Work Phone	
Home Phone	

Position applied for: _____

Have you ever applied to the (local unit type) before: Yes No

If yes, give date: _____

Date you can start: _____ Salary desired _____

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

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

Do you possess a current driver's license: Yes No

Do you possess a current commercial driver's license: Yes No

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.

The Village is an Equal Opportunity Employer



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Employment History

This section must be completed even if you attach a resume. List your last four employers, major assignments within 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 below the last table.

Employer	Date Started	Date Ended
Address		
Job Title		
Work performed/Responsibilities		
Reason for leaving:		
Supervisor's name and phone number		
May we contact for a reference? Yes ___ No ___		



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Address		
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Supervisor's name and phone number		
May we contact for a reference? Yes ___ No ___		

Comments:

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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	Graduated?	Major Field
High:			
College:			
Other:			

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

Language	Speaking	Reading	Writing

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?



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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 Village, 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 Village later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Village the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the Village the right to secure additional job-related information about me. I release the Village and its representatives from all liability for seeking such information. I understand that the Village is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Village will make reasonable accommodations as required by the Americans with Disabilities Act and New Jersey Law Against Discrimination. I understand that, if employed, I may resign at any time and that the Village may terminate me at any time in accordance with its established policies and procedures. No representatives of the Village 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. *For your application to be considered, you must sign and date below.*

Applicant's Signature: _____ Date: _____