



**VILLAGE OF  
RIDGEWOOD**

Village of Ridgewood  
Department of Parks and Recreation  
259 North Maple Avenue  
Ridgewood, NJ 07450



## SEASONAL APPLICATION FOR EMPLOYMENT

**PLEASE PRINT**

Name \_\_\_\_\_

Address \_\_\_\_\_

Email (main source of communication with staff) \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Date of Birth (MM/DD/YYYY) \_\_\_\_\_ Gender \_\_\_\_\_

**CHECK ONE**

\_\_\_\_\_ I am interested in returning as \_\_\_\_\_  
Position held last year

\_\_\_\_\_ I am interested in applying to be (Circle all areas of interest and number by preference)

- Summer Camp Counselor    ● Graydon Pool Badge/Security    ● Graydon Pool Maintenance
- Graydon Lifeguard (FT 40hrs/5day/week)    ● Graydon Lifeguard (PT 24 hrs/min 3 days/week)
- Aquatics Staff (Swim Team/Swim Instructor)    ● Parks Laborer    ● Concession  
(hired by concessionaire)

**PLEASE LIST ALL CERTIFICATIONS AND EXPIRATION DATES**

Certification	Issued Date	Expiration Date	Issuing Authority
CPR/AED			
Basic First Aid			
Basic Lifeguard			
Waterfront Lifeguard			
Other Relevant Certs (EX: SCUBA/EMT/Babysitting)			

*Please submit a copy of all certifications with this application. Expired certifications will not be accepted. There will be limited certification courses offered in the spring.*

**EDUCATION**

High School \_\_\_\_\_ Graduation Date \_\_\_\_\_

College \_\_\_\_\_ Graduation Date \_\_\_\_\_

**REFERENCE** (other than family or friend) \_\_\_\_\_

Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_

*Please attach any other documents or reasons why you think you would be a great candidate.*

I hereby certify that the information provided in this application is true and complete to the best of my knowledge.

Date \_\_\_\_\_

Signature \_\_\_\_\_

VILLAGE OF RIDGEWOOD  
BERGEN COUNTY, NEW JERSEY

CRIMINAL INQUIRY WAIVER

AUTHORITY FOR RELEASE OF INFORMATION

I hereby authorize the release of any and all information of any criminal record that may be obtained through an investigative search concerning my employment with the Village of Ridgewood.

I HEREBY RELEASE THE Village of Ridgewood, their members and employees from any liability or damage which may result from furnishing the information requested.

APPLICANT NAME      LAST \_\_\_\_\_                      FIRST \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

GENDER \_\_\_\_\_

SOCIAL SECURITY# \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_

STATE OF ISSUE \_\_\_\_\_                      EXPIRATION \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_

PARENTAL CONSENT  
(if under 18 years old) \_\_\_\_\_

**VILLAGE OF RIDGEWOOD  
FAIR CREDIT REPORTING ACT  
DISCLOSURE AND AUTHORIZATION STATEMENT**

**PLEASE READ CAREFULLY BEFORE SIGNING BELOW**

In processing my application for employment or continued employment, I understand that Village of Ridgewood may obtain or have prepared a consumer or investigative consumer report for employment purposes, concerning my prior employment, military record, education, credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, records of criminal convictions, or mode of living.

I understand that upon written request to Village of Ridgewood, I will be informed whether an investigative consumer report was requested, and given full information as to the nature and scope of this investigation. I understand that an investigative consumer report is a report in which information concerning my character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, or employees of mine or with others with whom I am acquainted or who may have knowledge concerning any such items of information.

By signing below, I am authorizing Village of Ridgewood to obtain a consumer or investigative consumer report on me as part of the Company's pre-employment background screening process. If I am offered employment by Village of Ridgewood, I further understand that this authorization shall remain on file and shall authorize the Company to obtain additional consumer or investigative consumer reports on me for employment purposes at any time during my employment.

I understand that if Village of Ridgewood obtains a consumer or investigative consumer report on me which may result in adverse employment action against me, I will be so notified and provided with a copy of the report and an opportunity to respond prior to any adverse action.

By my signature below, I also acknowledge that Village of Ridgewood has provided me with a summary of my rights under the federal Fair Credit Reporting Act.

Name of Applicant (please print): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Name of Parent - if applicant is under age 18 (please print): \_\_\_\_\_

Signature of Parent - if applicant is under age 18: \_\_\_\_\_

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

## **A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT**

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you-such as if you pay your bills on time or have filed bankruptcy-to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. §§1681-1681 u, at the Federal Trade Commission's website (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you-such as denying an application for credit, insurance, or employment-must tell you and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You are also entitled to one free report every twelve months upon request if you verify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.

- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING	PLEASE CONTACT
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 * 202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 * 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 * 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 * 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 * 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 * 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 * 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 * 202-720-7051

# NJ WORKING PAPERS PROCESS

## FOR EMPLOYERS

Here's how to get started:

**1. Create an account.** Enter your business details and email address at [myworkingpapers.nj.gov](http://myworkingpapers.nj.gov). We'll send you a link to confirm your email address.

**2. Complete your employer profile.** Once we have this information, we'll assign your business a unique 8-digit code. Give this code to every minor you hire so we can link their Working Papers application to your business. **Helpful hint:** For businesses with more than one location, we assign a unique code to each worksite.

**3. Check your email.** We'll notify you every time a minor submits a Working Papers application for a job with your business. After you verify their information and approve their application, the minor's caregiver will be prompted to do the same from their own account. You'll get an email to let you know when the application is approved or rejected. If the application is rejected, the email will tell you the reason why and offer next steps for you to take.

**4. Schedule their first day!** Once an application is approved, employers, minors and caregivers will receive an email, and the minor can begin working.

## FOR MINORS

**CONGRATULATIONS** on your job offer!  
Here's what to do next:

**1. Create an account.** Enter your name and email address at [myworkingpapers.nj.gov](http://myworkingpapers.nj.gov). We'll send you a link to confirm your email address.

**2. Complete the application.** You'll need your employer's unique 8-digit code and your caregiver's name and email address to submit your part of the application. **Helpful hint:** If your employer is not registered, give us their email address and we'll send them a link to create an account.

**3. Track your progress.** You may need to follow up with your caregiver and employer, who need to submit their parts of the application before you can start working. If your application is rejected for any reason, you can't work until you submit a new application that is approved.

**4. Get to work!** You can start working after your application is approved.

**Don't forget:** If you add or change jobs, you need to submit a new Working Papers application.

## FOR CAREGIVERS

**1. Check your email.** A minor applying for working papers provides their caregiver's name and email address. The caregiver receives an email with a link to complete their part of the application.

**2. Review the application.** If everything looks good, upload the minor's proof of age and approve the application.

**Acceptable proof-of-age documents:**

- Birth certificate or certified transcript
- Minor's driver's license or learner's permit
- Baptismal certificate
- Bona fide contemporary record of the date and place of the minor's birth
- Passport
- Certificate of arrival in the United States issued by the United States Citizenship and Immigration Services (USCIS) showing age of minor
- Life insurance policy (provided the policy is at least one year old at the time it is offered as evidence)

**3. Not sure about this job?** If you are concerned about an aspect of the job – hours, description of duties, etc. – you can reject the application and the minor will not be able to start the job.

**Note:** If you do not take action on the application within two weeks, the application will be presumed approved and the minor can begin working. However, if you later reject the working papers application, the minor must stop working at that time.

Village of Ridgewood Parks & Recreation  
Employer Code  
00013951

For New Employees Ages 16–18 ONLY

**MYWORKINGPAPERS.NJ.GOV**



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