



TOWNSHIP OF OLD BRIDGE
DEPARTMENT OF HUMAN RESOURCES
ONE OLD BRIDGE PLAZA, OLD BRIDGE, NEW JERSEY 08857
(732) 721-5600 X2105 WWW.OLDBRIDGE.COM
APPLICATION FOR EMPLOYMENT



APPLICANT INFORMATION:

Date: _____

Last Name: _____ First Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home: () _____ Cell: () _____ Work: () _____

Email: _____

Position applied for: _____

Have you ever applied to the Township of Old Bridge before: Yes No if yes, give date: _____

Date you are available to start: _____ Salary desired: _____

Are you available to work: Full time Part time Temporary Per Diem

Are you currently employed: Yes No If employed, 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 Endorsements Held: _____

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 pleaded guilty or been found guilty of a crime or disorderly persons offense: 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: Please list your last three employers/major assignments within the same employer, begin with the most recent. Include military service. This section needs to be completed even though you may attach a resume.

Employer Name: _____ Employer Address: _____ _____	Date of Hire: _____ Date of Last Day: _____	Duties Held:
Job Title: _____	Starting Salary: _____ Final Salary: _____	

Reason for Leaving: _____

Supervisor's Name: _____

Supervisor's Phone Number: () _____

May we contact for a reference: Yes No

Employer Name: _____ Employer Address: _____ _____	Date of Hire: _____ Date of Last Day: _____	Duties Held:
Job Title: _____	Starting Salary: _____ Final Salary: _____	

Reason for Leaving: _____

Supervisor's Name: _____

Supervisor's Phone Number: () _____

May we contact for a reference: Yes No



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Employer Name: _____ Employer Address: _____ _____	Date of Hire: _____ Date of Last Day: _____	Duties Held:
Job Title: _____	Starting Salary: _____ Final Salary: _____	

Reason for Leaving:

Supervisor's Name: _____

Supervisor's Phone Number: () _____

May we contact for a reference: Yes No

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 Attended:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
High:	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:



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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 that you would like for us to consider?

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 Township of Old Bridge, 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 Township of Old Bridge later discovers that information on this form was incomplete, untrue, or inaccurate.

I give the Township of Old Bridge 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 Township of Old Bridge the right to secure additional job-related information about me. I release the Township of Old Bridge and its representatives from all liability for seeking such information. I understand that the Township of Old Bridge is an equal-opportunity employer and does not discriminate in its hiring practices.

I understand that the Township 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 Township may terminate me at any time in accordance with its established policies and procedures. No representatives of the Township of Old Bridge may make any assurances to the contrary.

I understand that any offer of employment may be subject to job-related driver’s license abstract check as well as medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. I understand that in accordance with P.L. 70 2011 Chapter 70, “every person holding an office, employment or position” in the State of New Jersey shall have their “principal residence” in the State of New Jersey.” Employees hired after September 1, 2011 shall establish residency within one year or shall be deemed unqualified for holding the office, employment or position.

FOR YOUR APPLICATION TO BE CONSIDERED, YOU MUST SIGN AND DATE BELOW.

APPLICANT’S SIGNATURE: _____ **DATE:** _____