

Township of South Orange Village
South Orange, New Jersey 07079

Village Hall (973) 378-7715
Fax (973) 761-4357

The Township of South Orange Village Application for Employment Pre-Employment Questionnaire

Personal Information

Last Name	First Name	MI	Social Security Number
Present Address	Town	State	Zip
Permanent Address	Town	State	Zip
Home Telephone Number	Secondary Telephone Number	Are you over 18 years of age?	

Desired Employment

Position	Date you can start	Salary desired
Are you Employed now? () Yes () No	May we inquire to your present employer? () Yes () No	Have you ever applied for employment with the S.O. Village Before? () Yes () No
State the Date you last applied for employment with S.O. Village.	What Position(s) did you apply for then?	

Education and Skills

School Level	Name and Address of School	Years Attended	Did you Graduate?	Degree/License
Grammar School				
High School				
College				
Trade School Business School				

Former Employers

List below last four employers, starting with the most recent one first.

Name of present or last employer:				
Address:	Town	State	Zip	Phone
Starting Date	Leaving Date	Job Title	Salary	
Description of Work				
Reason for leaving				

Name of present or last employer:				
Address:	Town	State	Zip	Phone
Starting Date	Leaving Date	Job Title	Salary	
Description of Work				
Reason for leaving				

Name of present or last employer:				
Address:	Town	State	Zip	Phone
Starting Date	Leaving Date	Job Title	Salary	
Description of Work				
Reason for leaving				

Name of present or last employer:				
Address:	Town	State	Zip	Phone
Starting Date	Leaving Date	Job Title		Salary
Description of Work				
Reason for leaving				

References

Below, provide the name of three persons you are not related to whom you have known at least one year.

	Name	Address	Business	Years known
1				
2				
3				

AUTHORIZATION

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION MAY BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM SAME.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE TOWNSHIP OF SOUTH ORANGE VILLAGE HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY THE AUTHORIZED VILLAGE REPRESENTATIVE."

Date

Signature of Applicant

Date

Signature of Witness

(The Village of South Orange is a Civil Service community and all applicants should be familiar with the prerequisites and requirements of the Civil Service System and the examination process.)

NEW JERSEY ADMINISTRATIVE CODE - TITLE 4 - CIVIL SERVICE

SUBCHAPTER 6. EXAMINATION AND SELECTION - DISQUALIFICATION AND

APPEALS 4A:4-6.1 Examination and selection disqualification

(a) A person may be denied examination eligibility or appointment when he or she:

1. Lacks the job requirements;
2. Is ineligible, by law, for employment in the title;
3. Is physically or psychologically unfit to perform effectively the duties of the title. However, an injury incurred in the armed forces shall not be considered a disqualification unless the Commissioner considers the condition incapacitating;
4. Has failed to pass examination procedures;
5. Has been removed from the public service for disciplinary reasons after an opportunity for a hearing;
6. Has made a false statement of any material fact or attempted any deception or fraud in any part of the selection or appointment process;
7. Has a prior employment history which relates adversely to the title; or 8. Other sufficient reasons.

(b) Except where precluded by law, a person who is disqualified pursuant to (a) 5 and 7 above may, for good cause be admitted to an examination and, with the appointing authority's concurrence, certified for appointment.

(c) Any action specified in this section shall be effective upon receipt of written notice of disqualification.

4A:4-6.2 Actions against disqualified persons

(a) A disqualification under N.J.A.C. 4A:4-6.1 may result in:

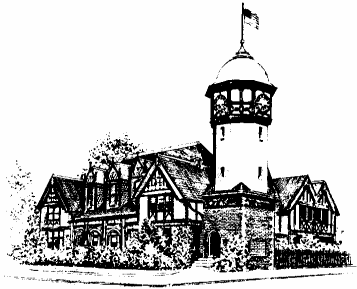
1. Rejection of examination application;
2. Refusal to test an individual;
3. Refusal to place a candidate's name on an eligible list;
4. Refusal to certify an eligible's name;
5. Removal of an eligible's name from the eligible list;
6. Removal from employment; or
7. Other appropriate action.

(b) Major disciplinary procedures shall be applicable to removal of an employee who is permanent or serving in a working test period.

APPLICANT: READ AND SIGN BELOW

The information provided by me in this application for employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements will be considered as cause for possible dismissal. You are hereby authorized to conduct any investigation of my personal history and/or credit and financial records employing investigative or credit agencies or bureaus of your choice subject to the provisions of the Fair Credit Reporting Act. I understand that a pre-employment physical is required.

Signature of applicant



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TO: EMPLOYMENT APPLICANTS

As part of the hiring process, we will be checking your references. We may contact those persons whom you have identified to us as potential references. In addition, we may also contact your other friends, acquaintances, business associates, and anyone else who knows something about you. When we contact a reference, we may ask him or her questions about your personal background, educational background, work experience, character, personality and personal habits. We MAY use an outside firm to check references. If we do, under the Federal Fair Credit Reporting Act, we are required, upon your written request, to provide you with the name and address of the firm that is checking your reference so that you may contact it for further information.

Name, Title: Village Administrator

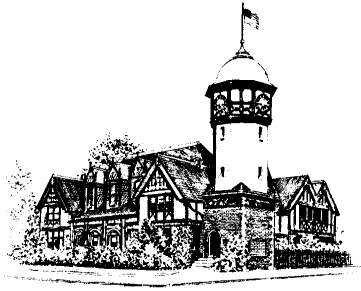
Company Name: Village of South Orange

Address: Village Hall
South Orange, N. J. 07079

I have read and fully understand the foregoing. I hereby voluntarily consent to allow the Village of South Orange or any of its officers, employees, agents, or designees to check my references by contacting any person whom they deem to be an appropriate reference in asking any questions which they consider relevant to their hiring decision, including questions about my personal background, educational background, work experience, character, personality, and personal habits.

Signature of Applicant: _____

Date: _____



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VILLAGE OF SOUTH ORANGE DIVISION OF PERSONNEL

I fully understand that as a term and condition of employment as an employee with the Village of South Orange, I must be in continual possession of a valid New Jersey Motor Vehicle License. Should my license be suspended or revoked for any reason whatsoever," I acknowledge the fact that I am subject to termination of my employment.

I am also aware of the fact that I will be called upon to undergo periodic medical examinations which will include a complete drug screening urinalysis.

Should I fail to report for work as a result of an arrest and conviction for any moral or criminal offense whatsoever, I acknowledge the fact that I am subject to termination of my employment.

Signature

Date:

Witness:

Date: