

EAST WINDSOR

MUNICIPAL

7 WILTSHIRE DRIVE

PHONE: 609/443-6000 FAX: 609/443-3928

UTILITIES

EAST WINDSOR, NEW JERSEY 08520-1297

AUTHORITY

Employment Application

Applicant Information

Full Name: _____ **Date:** _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ **Email:** _____

Date Available: _____ **Social Security No.:** _____ **Desired Salary:** \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Disclaimer and Signature

East Windsor is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or Federal Law.

If you are hired by the East Windsor Municipal Utilities Authority (E.W.M.U.A) you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

I certify that the responses contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the East Windsor Municipal Utilities Authority.

I understand that any employment is conditioned on a background check. I authorize the E.W.M.U.A to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the E.W.M.U.A, without giving me prior notice of such disclosure. In addition, I release the E.W.M.U.A any former employers and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

Signature: _____ Date: _____

AT WILL EMPLOYMENT:

The relationship between you and the East Windsor Municipal Utilities Authority is referred to as "Employment at Will".

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the E.W.M.U.A. No promises regarding employment have been made to me, and I understand that no such promise is binding upon the E.W.M.U.A unless made in writing by an authorized E.W.M.U.A representative.

If I am offered employment, I agree to submit to a medical examination and drug test, if required, before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the E.W.M.U.A and as permitted by law. I consent to such examinations and I request that the examining doctor disclose to the E.W.M.U.A the results, which shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug tests, and if I am hired, a condition of my employment will be that I abide by the East Windsor Municipal Utilities Authority's Drug and Alcohol Policy.

I understand that acceptance of this form does not indicate there is a position open and does not obligate the E.W.M.U.A to hire. If hired, I agree to abide by all work rules, policies, and procedures. The East Windsor Municipal Utilities Authority retains the right to revise its policies, in whole or in part, at any time.

Signature: _____ Date: _____