

Borough of Mountain Lakes
400 Boulevard
Mountain Lakes, NJ 07054

Date: _____

Employment Application:

Applicant Information:

Name(Last,First,Middle): _____

Address: _____

City/Town: _____

Phone (Home): () _____ (Mobile): () _____ (Other): () _____

Email: _____

Social Security Number ----- _____

Position applied for: _____

Have you ever applied to the Borough of Mountain Lakes 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

For Positions that Require a Driver's License: Do you possess a current driver's license: ____ Yes ____ No

For Positions that Require a CDL: 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

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

NOTICE: All prospective employees for employment with the Borough of Mountain Lakes are required to undergo a criminal background check after a conditional offer of employment has been made, and prior to the commencement of employment.

The Borough of Mountain Lakes is an Equal Opportunity Employer M/F

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 on the bottom of this page.

Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:			
Job Title:			
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:			
Job Title:			
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:			
Job Title:			
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:			
Job Title:			
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			

Comments:

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: (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:

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?

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 Borough of Mountain Lakes, 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 Borough of Mountain Lakes later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Borough of Mountain Lakes 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 Borough of Mountain Lakes the right to secure additional job-related information about me. I release the Borough of Mountain Lakes and its representatives from all liability for seeking such information. I understand that the Borough of Mountain Lakes is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough of Mountain Lakes 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 Borough of Mountain Lakes may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough of Mountain Lakes 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 _____

BOROUGH OF MOUNTAIN LAKES
FAIR CREDIT REPORTING ACT:
DISCLOSURE AND AUTHORIZATION STATEMENT

TO: ALL APPLICANTS FOR EMPLOYMENT

PLEASE READ CAREFULLY BEFORE SIGNING BELOW

I understand that the Borough of Mountain Lakes may obtain or have prepared a consumer or investigative consumer report for employment purposes, containing information regarding my prior employment, military record, education, credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, criminal background and/or mode of living. Information obtained may derive from a prior record.

I understand upon written request to the Borough of Mountain Lakes, I will be informed whether an investigative consumer report was requested, given full information as to the nature and scope of this investigation, and upon request will receive a written summary of your rights under the Fair Credit Reporting Act. (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 associates with whom I am acquainted.)

By signing below, I am authorizing the Borough of Mountain Lakes to obtain a consumer or investigative consumer report on me as part of the Borough of Mountain Lakes pre-employment background screening process. If I am offered employment by the Borough of Mountain Lakes, I further authorize the Borough of Mountain Lakes to obtain additional consumer or investigative consumer reports on me for employment purposes at any time during my employment.

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

Name of applicant: _____

Signature of applicant: _____ Date signed: _____