

**APPLICATION FOR EMPLOYMENT**  
**Borough of Allendale**  
**500 W. Crescent Ave., Allendale, NJ 07401**  
**(201) 818-4400**

**Instructions: Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file. Please print.**

Name \_\_\_\_\_

Social Security # \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Position applied for \_\_\_\_\_

Special training or skills: (languages, machine operation, etc.) that would be of benefit in the job for which you are applying: \_\_\_\_\_

Would you accept full-time work? \_\_\_\_\_ Would you accept part-time work? \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

Have you ever been employed here before? \_\_\_\_\_

If yes, what dates? \_\_\_\_\_

Do you have a legal right to be employed in the U.S.? \_\_\_\_\_

Are you of legal age to work? \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

**Grammar School:**

Name and Location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate? \_\_\_\_\_

Degree or diploma \_\_\_\_\_ Date: \_\_\_\_\_

**High School:**

Name and location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate? \_\_\_\_\_

Degree or diploma \_\_\_\_\_ Date: \_\_\_\_\_

**College:**

Name and location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate? \_\_\_\_\_

Degree or diploma \_\_\_\_\_ Date: \_\_\_\_\_

**Graduate School:**

Name and location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate? \_\_\_\_\_

Degree or diploma \_\_\_\_\_ Date: \_\_\_\_\_

**Vocational Training – other:**

Name and location \_\_\_\_\_  
Course of study \_\_\_\_\_ Did you graduate? \_\_\_\_\_

**Continuing Education:**

\_\_\_\_\_  
\_\_\_\_\_

**PREVIOUS EMPLOYERS AND ADDRESSES**

Place an [X] by the employer(s) you do not want us to contact. List the most recent employer first.

Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Last wage \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Last wage \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Last wage \_\_\_\_\_

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the Borough's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the Borough's option. I also understand and agree that the terms and condition of my employment may be changed, with or without cause and with or without notice, at any time by the Borough.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_