



BOROUGH OF ENGLEWOOD CLIFFS

482 HUDSON TERRACE • ENGLEWOOD CLIFFS, NJ. 07632

(201) 569-5252

FAX (201) 569-4356

APPLICANT DATA RECORD

APPLICANTS ARE CONSIDERED FOR ALL POSITIONS, AND EMPLOYEES ARE TREATED DURING EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, MEDICAL CONDITION OR HANDICAP.

AS EMPLOYERS/GOVERNMENT CONTRACTORS, WE COMPLY WITH GOVERNMENT REGULATIONS AND AFFIRMATIVE ACTION RESPONSIBILITIES.

SOLELY TO HELP US COMPLY WITH GOVERNMENT RECORD KEEPING, REPORTING AND OTHER LEGAL REQUIREMENTS, PLEASE FILL OUT THE APPLICANT DATA RECORD. WE APPRECIATE YOUR COOPERATION.

THIS DATA IS FOR PERIODIC GOVERNMENT REPORTING AND WILL BE KEPT IN A **CONFIDENTIAL FILE** SEPARATE FROM THE APPLICATION FOR EMPLOYMENT.

(PLEASE PRINT)

Date: _____

Position(s) Applied For _____ Referred By _____

Name _____
Last First MI

Address _____
Number Street City State ZC

Phone () _____ SS: _____ DL: _____

AFFIRMATIVE ACTION SURVEY

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

CHECK ONE: MALE FEMALE

RACE/ETHNIC GROUP: WHITE BLACK HISPANIC

AMERICAN INDIAN/ALASKAN NATIVE ASIAN/PACIFIC ISLANDER

CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE:

VIETNAM VETERAN DISABLED VETERAN HANDICAPPED INDIVIDUAL

APPLICATION FOR EMPLOYMENT

WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, THE PRESENCE OF A NON-JOB-RELATED MEDICAL CONDITION OR HANDICAP, OR ANY OTHER LEGALLY PROTECTED STATUS.

(PLEASE PRINT)

Position(s) Applied For _____

Date of Application _____

How Did You Learn About Us?

- Advertisement
 Friend
 Walk-in
 Relative
 Employment Agency
 Other _____

Last Name	First Name	Middle Name
Address	Street	City
		State
		ZC
Phone Number(s)	Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

Have you ever filed an application with us before? If YES, give date

Yes No _____

Have you ever been employed with us before? If YES, give date

Yes No _____

Are you currently employed?

Yes No

May we contact your present employer?

Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment.

Yes No

On what date would you be available for work?

Are you available to work: Full Time Part Time

Temporary

Have you been convicted of a felony within the last 7 years?

Conviction will not necessarily disqualify an applicant from employment.

Yes No

If Yes, please explain _____

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER
EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer	Dates Employed From - To	Work Performed
Address		
Telephone Number(s)	Hourly Rate/Sal Starting-Final	
Job Title		Supervisor
Reason For Leaving		

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Address		
Telephone Number(s)	Hourly Rate/Sal Starting-Final	
Job Title		Supervisor
Reason For Leaving		

If you need additional space, please continue below.

Special Skills and Qualifications

EDUCATION

School Name/ Location
High School
College
Diploma/Degree and Years Completed
Describe course of study
Describe any specialized training, apprenticeship, skills and extra-curricular activities.
Describe any honors you have received
State any additional information you feel may be helpful to us in considering your application.

INDICATE ANY FOREIGN LANGUAGES YOU CAN SPEAK, READ AND/OR WRITE

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.
You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status

REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

Have you ever had any job-related training in the United States military? Yes No
 If Yes, please describe _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying? Yes No

APPLICANT'S STATEMENT

I CERTIFY THAT ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION. I UNDERSTAND THAT THIS APPLICATION IS NOT AND IS NOT INTENDED TO BE A CONTRACT OF EMPLOYMENT.

IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN DISCHARGE. I UNDERSTAND, ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE MUNICIPALITY.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange interview	Yes	No
Remarks _____ _____ _____		
Employed: Yes No	Interviewer _____ Date of Employment _____	Date _____
Job Title _____	Hourly Rate/Salary _____	Dept. _____
By _____ Name and Title		Date _____

ENGLEWOOD CLIFFS

DEPARTMENT OF PUBLIC WORKS

LABORER/DRIVER

DEFINITION:

Under direction, performs varied types of semi-skilled, manual, and unskilled laboring work, drives trucks and various types of construction equipment, does related work as required.

EXAMPLES OF WORK:

1. Loads, lifts, and moves supplies, furniture, and equipment.
2. Digs trenches, does manual grading.
3. Collects trash rubbish, and other refuse.
4. Works on or operates equipment used to collect leaves and other vegetative waste.
5. Cuts the grass, mows lawns, trims hedges, waters lawns.
6. Cleans up underbrush, foliage, vines and weeds, helps cut down trees.
7. Loads and unloads trucks, and trailers.
8. Shovels sand and gravel, helps in mixing cement and mortar. Helps in placing of the forms used in concrete work. Able to lift and carry a bag of cement (approx. 95 lbs.)
9. Works with Hot & Cold paving and patching materials.
10. Sweeps streets (mechanically or by hand).
11. Cleans sewers (storm or sanitary).
12. Keeps time and material records as required.
13. Receives written and/or oral assignments.
14. Drives trucks of various sizes and types, including trucks used for road maintenance and construction work, snow plowing, and ice control work.
15. Shovels snow as directed.
16. Assists with installation and removal of snow plows and spreaders.
17. Collects and delivers Recyclables to various markets.
18. Inspects trucks and other equipment prior to operation for proper fluid levels, for flat or low tires, proper operation of lights, brakes, etc.

ENGLEWOOD CLIFFS

DEPARTMENT OF PUBLIC WORKS

LABORER/DRIVER

REQUIREMENTS:

1. Possession of a valid Commercial Driver's License issued by the State of New Jersey.
2. Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position.
3. Ability to perform a variety of tasks alone or as a member of a group.
4. Ability to perform heavy manual labor for prolonged periods of time under varying temperatures and climatic conditions.
5. Ability to follow prescribed policies and procedures contained in Employee Handbook.
6. Good health and freedom from disabling physical and mental defects which would impair the proper performance of required duties or which might endanger the health and safety of oneself or others.
7. Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodations cannot be made because it would cause the employer undue hardship, such persons may not be eligible.
8. The Borough reserves the right to make reasonable changes to the rules, regulations, and descriptions as it may from time to time deem best for the purposes of maintaining order, safety and/or the effective operation of the Borough after advance notice to the employees to require compliance.
9. Must take and pass DOT physical.
10. Submit to random drug testing.
11. Subject to a probationary period of (12) twelve months with a possible extension of the probationary period.