



APPLICATION FOR EMPLOYMENT
 COUNTY OF OCEAN, NEW JERSEY
DEPARTMENT OF EMPLOYEE RELATIONS
 P.O. Box 2191
 Toms River, N.J. 08754-2191
 732-929-2128

An EQUAL OPPORTUNITY EMPLOYER with
 an established AFFIRMATIVE ACTION PROGRAM

PERSONAL (Please print clearly)

Date: _____

 Last First Middle Init.

Name _____

Number Street	City	State	Zip Code	Tel. No.
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Address _____

Are you a citizen of the U.S.? Yes No

If no, are you a resident alien? Yes No

If no, please specify what type of visa or work permit you have: _____

Valid New Jersey Drivers License? If under 18 years of age, please give date of birth.

Yes No Month/day/year: / /

Do You Have a Valid NJ Commercial Driver's License (CDL)? Yes No Class _____ Endorsements _____

Do you possess the ability to perform the essential job functions of the position for which you are applying. Yes No

If no, please explain. _____

(A job description is available for your review).

Have you been in U.S. Military Service? Yes No If yes, Branch _____

Duties while on active service: _____

POSITION

Job applied for: _____ When can you start? _____

List and describe any internships, licenses, certifications or registrations connected with your profession or trade.
 (Give name of state in which license, certification or registration is held.) _____

Have you any previous New Jersey State, County or Municipal employment?

Yes Permanent Employer: _____ Date: _____

No Temporary Department: _____ Job Title: _____

EDUCATION AND TRAINING

School	Name/Address	Years Attended	Did you graduate	Number of Credits Earned	Type of Degree
High					
College					
Business, Trade, etc.					

Machines operated and/or special skills: _____

Typing? Yes No Approx. Speed _____

Shorthand? Yes No Approx. Speed _____

EMPLOYMENT HISTORY (List most recent employer first)

Present or last employer	Address	Time Employed Mo. Yr. to Mo. Yr.
Your title and duties		Reason for leaving
Previous employer	Address	Time Employed Mo. Yr. to Mo. Yr.
Your title and duties		Reason for leaving
Previous employer	Address	Time Employed Mo. Yr. to Mo. Yr.
Your title and duties		Reason for leaving

Check here if you DO NOT want us to contact PRESENT EMPLOYER

REFERENCES (Do not give relatives or former employers as references)

Name	Address	Telephone	Business or Occupation	Known How Long?

Give name of any relative working for Ocean County	In what department do they work?
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ADDITIONAL INFORMATION:

NOTE TO APPLICANT: This application will be kept on file for one year ONLY! If employed, this application will become part of your permanent file. Most County employees are governed by New Jersey Civil Service rules and regulations. Most employees and applicants must take and pass a Civil Service examination to obtain permanent employment.

I HEREBY CERTIFY that the statements made by me in this application are true, complete and correct to the best of my knowledge. I understand that any falsification would disqualify me from consideration for a position or constitute grounds for dismissal.

I UNDERSTAND that as a condition of employment, I may be subject to a multi-state criminal background check, and I may be required to pass a physical, psychological and/or Drug/Alcohol Screen to determine my ability to perform job related functions, and any future examinations as required by the County.

Date of Application _____ Signature of Applicant _____

Ocean County is an equal employment opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, creed, color, national origin, sex, affectional or sexual orientation, age, marital status, religion, or disability, except where a particular qualification is specifically permitted and is essential to successful job performance. In reading and answering the foregoing questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any non-job related information. This application will be given complete consideration, but it's receipt does not imply that the applicant will be employed.