



2020 Employment Application
Borough of Spring Lake Beach Department
423 Warren Avenue
Spring Lake, NJ 07762

Date Submitted: _____ **(due by April 1, 2020)**

Applicant Information (Complete all areas):

Name (Last) _____ (First) _____ (M.I.) _____

Address: _____

City/Town _____ State _____ Zip _____

Phone (Home) _____ (Cell) _____

Email Address: _____

Position applying for: ***Spring Lake Beach Department***
(Gate Checker/Gate Seller/Office Clerk)

Have you ever applied to the Borough before: ____ Yes ____ No If yes, give date: _____

Have you ever been employed by the Borough: ____ Yes ____ No If yes, give dates: _____

Position(s): _____

Work Availability: ____ Full Time ***9 AM-6 PM both weekend days*** & 2-3 weekdays—Approx. 29 hours/week
____ Part Time ***9 AM-6 PM both weekend days***—Approx. 9-15 hours/week

Actual Date you can begin work: _____ ***Actual Date*** you must stop work: _____

Actual Days of Week you are available (please circle): **SAT SUN MON TUE WED THU FRI**

Are you currently employed: ____ Yes ____ No May we contact you at work? ____ Yes ____ No

May we contact current employer? ____ Yes ____ No

Are you currently on layoff status and subject to recall: ____ Yes ____ No

Do you possess a current 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

Are you legally eligible to work in the United States of America: ____ Yes ____ No

Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

Have you ever plead guilty or been found guilty of a crime; disorderly persons offense; or a municipal ordinance involving moral turpitude? ____ Yes ____ No

(Please turn & complete entire application. Incomplete applications will not be considered.)

The Borough of Spring Lake 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.

Employer:	Date Started:	Work Performed/Responsibilities:
Address:	Date Left:	
	Starting Salary:	
Job Title:	Final Salary:	
Reason for Leaving:		
Supervisor's name & phone number:		
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer:	Date Started:	Work Performed/Responsibilities:
Address:	Date Left:	
	Starting Salary:	
Job Title:	Final Salary:	
Reason for Leaving:		
Supervisor's name & phone number:		
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer:	Date Started:	Work Performed/Responsibilities:
Address:	Date Left:	
	Starting Salary:	
Job Title:	Final Salary:	
Reason for Leaving:		
Supervisor's name & phone number:		
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer:	Date Started:	Work Performed/Responsibilities:
Address:	Date Left:	
	Starting Salary:	
Job Title:	Final Salary:	
Reason for Leaving:		
Supervisor's name & phone number:		
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer:	Date Started:	Work Performed/Responsibilities:
Address:	Date Left:	
	Starting Salary:	
Job Title:	Final Salary:	
Reason for Leaving:		
Supervisor's name & phone number:		
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

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 (List Names of each)	Years Completed (Circle)	Graduated (Circle)	Course of Study/Major Field
Elementary School	5 6 7 8	Yes No	N/A
High School	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

Seasonal beach applicants need to submit current certifications such as CPR, AED, First Aid and LGT, when required. Please attach a copy of the front and back of the cards and submit with this application.

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:

References: Provide the names, addresses and phone numbers of **three people** whom we may contact as a reference. They should **not** be relatives.

Name, Title, and Address	Phone Number & E-mail address	Years Known

Understandings and Agreements:

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

Applicant's Signature: _____

Date _____

Conditions of Employment:

For your application to be considered, you must sign and date below.

PLEASE NOTE:

- ALL EMPLOYEE CANDIDATES: THIS COMPLETED EMPLOYMENT APPLICATION MUST BE RECEIVED BY **APRIL 1, 2020**, IN ORDER FOR YOU TO BE CONSIDERED FOR EMPLOYMENT for the 2020 Season. For Spring Lake Beach Department, you will be notified about a decision before April 30, 2020.

PLEASE NOTE:

- All Employee Candidates, please complete & mail application so that it is received **before April 1, 2020**, to:

Borough of Spring Lake Beach Department,
PO Box 638, Spring Lake, NJ 07762.

Applicant's Signature: _____

Date: _____