



# TNSA

## Application for Employment

The Township of Neptune Sewerage Authority ("TNSA") is dedicated to a policy of equal employment opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran status, genetic information or any other protected basis under federal, state or local law.

(Please Print or Type)

<b>PERSONAL</b>		
Position applied for:		Date of application:
Full Name:		
Street Address:		E-mail address:
City:	State:	Zip:
Home Phone:	Cell Phone:	Work Phone:
Driver's License #		Exp. Date:
Have you ever been employed with us before?      Yes [ ]      No [ ]		
If yes, provide details below:		
Title of Position held:		Termination Date:
Reason for leaving:		
How were you referred? TNSA Website      Friend _____		
Relative _____      Other: _____		
Are you currently employed? Yes [ ] No [ ] If yes, may we contact your current employer for the purpose of a reference?		
If you are under 18 years of age, can you provide required proof of your eligibility to work?      Yes [ ]      No [ ]		
Are you a citizen of the United States?      Yes [ ]      No [ ]		
If no, can you provide proof that you are eligible to work in the United States, in accordance with the Immigration Reform and Control Act? Yes [ ] No [ ]      Immigration No. _____ Exp. Date: _____		
<b>EMPLOYMENT DESIRED</b> Full Time [ ]      Part time [ ]      On Call/Per Diem [ ]      Seasonal [ ]		
Salary desired \$ _____ Date you can start: _____		
Are you currently employed?      Yes [ ]      No [ ]		
Shift/Hours:		
Hours available to work: _____		
Are you available to work weekends/holidays?      Yes [ ]      No [ ]		
Are you available to work alternate weekends/holidays?      Yes [ ]      No [ ]		
*Note: If you require special accommodation in order to apply for this position, please notify the Human Resources Department prior to the deadline for submitting applications for this position.		
<b>EDUCATION</b>		
Did you receive a high school diploma or GED?      Yes [ ]      No [ ]		
Circle highest grade completed    9    10    11    12    College    1    2    3    4    5    6		
School (name, city, state)	Degree	Major/Minor
High School		
College/University		
Graduate/Professional		
Other Education: i.e. Technical, Business		

**SPECIFIC SKILLS**

List technical/professional licenses or certificates of training and include expiration dates:

Describe any training which would be relevant to the position for which you are applying:

List awards, commendations, or other recognition for outstanding achievement in school, work, etc:

**MILITARY**Have you ever served in the U.S. Armed Forces? Yes  No 

If yes, what branch?

Type of discharge:

Dates of Service From:

To:

**REFERENCES**

List three (3) personal references who are not related to you or former employers:

Name & Occupation	Address	Phone	Relationship

**EMPLOYMENT HISTORY**

(List most recent employer first. Use additional sheet if necessary)

Company:

Your Title:

Street Address:

Employed From:

City, State, Zip:

Employed To:

May we contact for references? Yes  No 

Responsibilities:

Supervisor's Name:

Phone No:

Reason for Leaving:

Company:

Your Title:

Street Address:

Employed From:

City, State, Zip:

Employed To:

May we contact for references? Yes  No 

Responsibilities:

Supervisor's Name:

Phone No:

Reason for Leaving:



## APPLICANT'S STATEMENT

The information provided by me in this application for employment, and any additional documents or statements made during the hiring process, are true and complete to the best of my knowledge. Should I be employed by TNSA, any omission of facts or misrepresentation or false statements made by me may be considered cause of refusal or separation from employment.

TNSA has my permission to contact directly or employ the services of investigative agencies to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment or personal history and I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me. I reserve the right to know the names and addresses of any investigative agencies used in order that I might learn the information contained in any reports furnished to TNSA. You have my permission to conduct a background check for any arrests/criminal convictions, which may include Motor Vehicle violations.

I understand this application does not constitute an employment contract of any kind. Should I be employed by TNSA, I may resign such employment at any time at my discretion with or without prior notice and TNSA may terminate my employment at any time at their discretion, with or without cause and with or without prior notice.

I understand that employment with TNSA is also contingent upon my providing sufficient documentation, which establishes my identity and my eligibility to work in the United States.

Any offer for employment may be conditioned upon a physical exam. The undersigned applicant for employment recognizes and understands and agrees that he/she, as a pre-condition of employment will undergo a physical examination by a physician chosen by TNSA prior to my employment.

I also recognize, understand and agree that the physical examination will include testing for the presence of illegal drugs, narcotics and controlled dangerous substances, and that in the event of a positive result of same, I will be denied employment and waive any and all right to continue to seek said employment.

I also recognize, understand, and agree that if my employment requires a commercial driver's license (CDL) I must be given pre-employment drug and alcohol tests and I may not be hired or assigned to a CDL function unless I pass both tests.

This application will be considered valid for the period of six (6) months. After six (6) months it will be necessary for me to submit a new application.

**PLEASE READ CAREFULLY BEFORE SIGNING: By my signature below, I affirm that I have read and understand this application in its entirety and that all statements I have made are true and accurate.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

### NOTES:

### FOR EMPLOYER USE ONLY

Arrange Interview: \_Yes [  ]      No [  ]

Position interviewed for: \_\_\_\_\_

Interviewer: \_\_\_\_\_

Date: \_\_\_\_\_

Disposition: \_\_\_\_\_

Salary Range: \_\_\_\_\_

Hire Date: \_\_\_\_\_

**Township of Neptune Sewerage Authority  
is an Equal Opportunity/Affirmative Action Employer**