

BAYSHORE REGIONAL SEWERAGE AUTHORITY
100 OAK STREET, UNION BEACH, NJ 07735
732-739-1095

EMPLOYMENT APPLICATION

PLEASE DO NOT WRITE IN SHADED AREAS – FOR OFFICE USE ONLY

PLEASE PRINT

 First Name M.I. Last

 Apartment # Street Address Preferred Name/Nickname

 City State Zip Code Today's Date

() _____ () _____
 Home Phone Alternate/Work Phone E-Mail Address Emergency Number Contact

Social Security Number: _____

PLEASE PLACE A CHECK BY YOUR RESPONSE OR PROVIDE THE APPROPRIATE INFORMATION.

Are you interested in: Temporary/Consulting Work _____ Permanent Placement _____ Part-time _____

How did you hear about us? Classified Ad _____ Friend (Name) _____ Radio _____ Internet _____

Hourly Pay (minimum if applicable) _____ Annual Pay (minimum) _____ Annual Pay (desired) _____

Date you can start: _____

Are you currently employed? (Circle one) Yes No

May we contact your current employer? (Circle one) Yes No

Do you possess a valid NJ driver's license? (Circle one) Yes No

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DISCLOSURE(S)

Ownership/Conflict of Interest: “[N]either the holding of any officer or employment in the government of any county or municipality or under any law of the State nor the owning of any property within the State shall be deemed a disqualification for . . . employment by a sewerage authority . . .” See N.J.S.A. 40:14A-5. However, the Local Government Ethics Law imposes a duty upon public employees to disclose potential conflicts of interests to the Bayshore Regional Sewerage Authority. In furtherance thereof, please answer the following questions.

Do you have any other potential conflict of interest? If so, please use the following space to describe the nature of the conflict:

Upon receipt of a response to the above section, the Bayshore Regional Sewerage Authority reserves the right to request such additional information as may be necessary to determine whether a conflict of interest exists.

Ability to Satisfactorily Perform: Before you answer the following, please request (if you have not already been provided with one) a copy of job description for the position to which you are applying. Along with the job description, the Authority will advise you in writing as to the “essential functions” for the position to which you are applying. Once you have been provided with the job description and are advised of the “essential functions” of the position, please indicate whether you are able to satisfactorily perform the essential functions of the job in question: **Yes** ___ **No** ___

Criminal History Record Background Checks: It is the practice of the Bayshore Regional Sewerage Authority to obtain a Criminal History Record Report for prospective and current employees (throughout their employment). The Bayshore Regional Sewerage Authority may use the report to make decisions concerning your employment. Information will be gathered concerning your criminal history, which may include “identifiable descriptions and notations of arrests, indictments, or other formal criminal charges, and any dispositions arising therefrom, including convictions pending court actions, dismissals, acquittals, sentencing, correctional supervision and release.” Such reports will be sought through appropriate law enforcement agencies and/or reporting agencies. Such reports will not be used to discriminate against an employee (prospective or current) of the Bayshore Regional Sewerage Authority, nor will the information be misused in violation of federal or state equal opportunity laws or regulations. Such reports will be used for legitimate employment purposes. Under separate cover, you will be provided with a notice/authorization in compliance with state and federal law (this authorization will remain in full force and effect throughout your employment with the Bayshore Regional Sewerage Authority).

Maiden Name: Please disclose your maiden name (if applicable): _____

		Division	Interviewer	Results
				/ / / ___
				/ / / ___
				/ / / ___

An Equal Opportunity Employer

Please complete and attach resume

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IN ADDITION TO ATTACHING YOUR RESUME, please list your work experience below (last job first)

COMPANY NAME AND ADDRESS	POSITION OR DUTIES	SALARY / PAY RATE	DATES (MM/YY)		REASON FOR LEAVING
			FROM	TO	
			FROM		
			TO		
			FROM		
			TO		
			FROM		
			TO		
			FROM		
			TO		

RELEVANT EDUCATION:

SCHOOL		YEARS COMPLETED	GRADUATED?	MAJOR FIELD
HIGH		1 2 3 4	Y N	
COLLEGE		1 2 3 4	Y N	
OTHER		1 2 3 4	Y N	

Special Skills or Experience:

REFERENCES

Name	Relationship	Company	Phone/Alt. Phone

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Understandings and Agreements:

As an applicant for a position with the Bayshore Regional Sewerage Authority, 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 Bayshore Regional Sewerage Authority later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Bayshore Regional Sewerage Authority 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 Bayshore Regional Sewerage Authority the right to secure additional job-related information about me. I release the Bayshore Regional Sewerage Authority and its representatives from all liability for seeking such information. I understand that the Bayshore Regional Sewerage Authority is an equal opportunity employer and does not discriminate in its hiring practices. I understand that the Bayshore Regional Sewerage Authority will make reasonable accommodations as required by the Americans with Disabilities Act and New Jersey Law Against Discrimination. I understand that, if employed, I may resign at any time and that the Bayshore Regional Sewerage Authority may terminate me at any time in accordance with its established policies and procedures. No representatives of the Bayshore Regional Sewerage Authority 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 I will be subject to complete background and criminal checks. For your application to be considered, you must sign and date below.

APPLICANTS SIGNATURE _____

DATE: _____