



# Borough of Lake Como

1740 Main Street • Lake Como, New Jersey 07719  
(732) 681-3232 • FAX (732) 681-8981

Kevin G. Higgins  
Mayor

Andrew Huisman  
Administrator

## Employment Application

Applicant Information			
Name: _____			
Last,	First,	Middle	
Address: _____			
City/Town: _____		State: _____	Zip Code: _____
Phone (Cell): _____		Phone (Home): _____	
Email Address: _____			
Social Security Number: _____ - _____ - _____			

Position applying for: \_\_\_\_\_

Have you applied to the Borough of Lake Como before?  No  Yes If yes, date applied \_\_\_\_\_

Desired start date: \_\_\_\_\_ Desired salary: \_\_\_\_\_

Available to work:  Full time  Part Time  Shift Work  Temporary

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

May we contact your 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

Do you possess a current commercial driver's license:  Yes  No

List any CDL 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 municipal ordinance involving moral turpitude:  Yes  No

Employment is conditional upon the results of the criminal background check. An answer of "yes" may disqualify you from employment depending upon the circumstances involved. If "yes", please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Borough of Lake Como is an Equal Opportunity Employer**

**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 located on the bottom of this page.

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor's name and phone number: \_\_\_\_\_  
May we contact for a reference:  Yes  No  
Job title: \_\_\_\_\_  
Date started: \_\_\_\_\_ Starting Salary: \_\_\_\_\_  
Date left: \_\_\_\_\_ Final Salary: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Work Performed/Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor's name and phone number: \_\_\_\_\_  
May we contact for a reference:  Yes  No  
Job title: \_\_\_\_\_  
Date started: \_\_\_\_\_ Starting Salary: \_\_\_\_\_  
Date left: \_\_\_\_\_ Final Salary: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Work Performed/Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor's name and phone number: \_\_\_\_\_  
May we contact for a reference:  Yes  No  
Job title: \_\_\_\_\_  
Date started: \_\_\_\_\_ Starting Salary: \_\_\_\_\_  
Date left: \_\_\_\_\_ Final Salary: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Work Performed/Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's name and phone number: \_\_\_\_\_

May we contact for a reference:  Yes  No

Job title: \_\_\_\_\_

Date started: \_\_\_\_\_ Starting Salary: \_\_\_\_\_

Date left: \_\_\_\_\_ Final Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Work Performed/Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's name and phone number: \_\_\_\_\_

May we contact for a reference:  Yes  No

Job title: \_\_\_\_\_

Date started: \_\_\_\_\_ Starting Salary: \_\_\_\_\_

Date left: \_\_\_\_\_ Final Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Work Performed/Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Education:** Provide information on your formal schooling and education. Including elementary, secondary and postsecondary education, if any. Include any formal vocational or professional education. For high school and postsecondary education, indicate any major or specialty, such as Academic, Business or Trade.

School	Years Completed (circle)	Graduated	Major Field
Elementary	5 6 7 8	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
High School	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Languages:** List any foreign languages you know and indicate your level of proficiency.

Language	Speak Some	Speak Fluently	Read	Write

**Special Skills & Experience:** State any special skills, experience, training, licenses, certifications and/or other factors that make you especially qualified for the position for which you are applying: \_\_\_\_\_

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**Comments & Additional Information:** Is there any additional information about you we should consider? \_\_\_\_\_

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

Name & Address	Phone Number	Years Known

**Understanding and Agreements:** As an applicant for a position with the Borough of Lake Como, 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/or accurate. If hired, I understand that I may be separated from employment if the Borough of Lake Como later discovers that information on this form was incomplete, untrue and/or inaccurate. I give the Borough of Lake Como 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 of Lake Como the right to secure additional job-related information about me. I release the Borough of Lake Como and its representatives from all liability for seeking such information. I understand that the Borough of Lake Como is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough of Lake Como 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 of Lake Como may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough of Lake Como may make any assurances to the contrary. I understand that any offer of employment may be subject to job related medical, physical, drug and/or psychological tests. I also understand that some positions may involve complete background and criminal checks.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Conditions of Employment:** Please be advised that all offers of employment are conditional on the applicant passing a mandatory criminal background check and drug test. A pre-employment physical may also be required. Pursuant to our personnel policy, all job applicants are required to sign a consent form for drug testing and if the test results are positive and are not accounted for by the legal use of prescription or non-prescription drugs the applicant shall be ineligible for hire unless they can establish a legal basis for the use of the drug or controlled substance for which they test positive. *For your application to be considered, you must sign and date below.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_