



# BOROUGH OF ROSELLE

## EMPLOYMENT APPLICATION

[HR@boroughofroselle.com](mailto:HR@boroughofroselle.com)

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street Address Apt/Unit #

\_\_\_\_\_ Email: \_\_\_\_\_  
City State Zip Code

Date Available: \_\_\_\_\_ Desired salary: \$ \_\_\_\_\_

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

Are you a citizen of the United States? Yes  No  If no, are you authorized to work in the U.S.? Yes  No

Have you ever worked for a Municipality? Yes  No  If yes, when? \_\_\_\_\_  
Municipality/Dept./Separation Date

Have you passed a Civil Service Exam in the past three years? Yes  No  If yes \_\_\_\_\_  
Date/Position/Jurisdiction

Do you possess a NJ driver's license? Yes  No  License number: ) \_\_\_\_\_  
 Type of License? Auto  CDL  (Class \_\_\_\_\_)

Please list any driver's license endorsements \_\_\_\_\_

List any foreign language(s) you know and indicate your level of proficiency:

Language	Speaks Some:		Speak Fluently		Read		Write	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____								
_____								

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Diploma: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Diploma: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Diploma: \_\_\_\_\_

## References

Please list three professional references.

Full name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact your previous employer? Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact your previous employer? Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact your previous employer? Yes  No

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at discharge: \_\_\_\_\_ Type of discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Disclaimer and Signature

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

A pre-employment physical and drug test may be required. Pursuant to our personnel policy, some 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.***

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

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

**The Borough of Roselle is an Equal Opportunity Employer**

Revised 03/2024