



Employment Application
The Township of West Windsor
P.O. Box 38
West Windsor, New Jersey 08550
(609) 799-2400
www.westwindsortwp.org

**THE TOWNSHIP OF WEST WINDSOR
IS AN EQUAL OPPORTUNITY EMPLOYER**

THE TOWNSHIP OF WEST WINDSOR CONSIDERS APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION OR ANY OTHER LEGALLY PROTECTED STATUS.

The Americans with Disabilities Act of 1990 prohibits employers from discriminating against any qualified person on the basis of a disability. West Windsor Township makes reasonable accommodations during all aspects of the application process. West Windsor Township also makes reasonable accommodations in the work environment to enable a person with a disability to perform the essential functions of the job. West Windsor Township, however, can only reasonably accommodate a disability of which it is aware. Therefore, it is the applicant's responsibility to inform West Windsor Township that he or she needs a reasonable accommodation. West Windsor Township may ask the applicant for documentation to support the request for a reasonable accommodation. Applicants who need a reasonable accommodation before the interview process begins should inform the Personnel Department.

Applicant Information:

(Last) (First) (Middle)
Name: _____
Address: _____
City/Town: _____
Phone: (Home) () _____ (Cell) () _____ (Work) () _____
Email Address: _____

Position applied for: _____

Have you ever applied to the Township of West Windsor before: ___ Yes ___ No
If yes, give date _____

Do you have any family members or relatives who are or have been employed by West Windsor Township? ___ Yes ___ No. If yes, please identify these individuals, their job title and in what department they are employed: _____

Date you are available to start work: _____ Salary desired _____

Are you available to work: ___ Full time ___ Part time ___ Contractor ___ Temporary

Are you currently employed: ___ Yes ___ No May we contact your current employer: ___ Yes ___ No



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Are you 18 years or older? Yes No

Are you authorized 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 offered employment with the Township.)

Will you now, or in the future, require sponsorship for employment visa status (e.g. H1-B visa status)?
 Yes No.

Have you ever worked or been educated under a different name? Yes No.

If yes, what name: _____

Employment History: (Add additional sheets if necessary)

This section must be completed even if you attach a resume. List your last four employers, 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:	Date started:	Date left:
Address:	Starting Salary:	
Job Title:	Final Salary:	
Work performed/ responsibilities:		
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:	Date left:
Address:	Starting Salary:	
Job Title:	Final Salary:	
Work performed/ responsibilities:		
Reason for leaving:		
Supervisor's Name: _____ Phone Number: () _____ May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No		



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Job Title:	Final Salary:	
Work performed/ responsibilities:		
Reason for leaving:		
Supervisor's Name: _____ Phone Number: () _____ May we contact for a reference: ___ Yes ___ No		

Comments:

Education:

Provide information on your formal schooling and education. Include 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/Institution:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
High:	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:



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List any scholastic honors, honorary societies, fellowship, scholarships or other academic awards: _____

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:

Is there any additional information about you we should consider?

References:

Provide the names, addresses and phone numbers of three people you have known for at least one year that we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:
(1)		
(2)		
(3)		



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DRIVER'S LICENSE

Complete this section if driving is an essential part of the job for which you are applying.

Do you have a valid driver's license? _____ Yes _____ No

State of Issuance: _____ License Number: _____

Please sign to indicate your authorization for the Township to perform a record check of your driver's license, upon an offer of employment by the Township.

(Signature)

Date:

Complete this section if the job for which you are applying requires that you possess a Commercial Driver's License:

Do you have a valid Commercial Driver's License? _____ Yes _____ No

State of Issuance: _____ Commercial Driver's License No. _____

Have you tested positive or refused to test on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years? _____ Yes _____ No

Please sign to indicate your authorization for the Township to perform a record check of your Commercial Driver's License, upon an offer of employment by the Township.

(Signature)

(Date)



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Applicant's Statement

I certify that the answers provided in this application are true and complete to the best of my knowledge. I authorize the Township of West Windsor to investigate all statements contained in this application as may be necessary in arriving at an employment decision. I release former employers and others from any liability that might arise from the disclosure of information. 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 history checks.

I understand and acknowledge that, unless otherwise provided by law or an applicable collective bargaining agreement, any employment relationship with the Township of West Windsor is "at will," which means that I may resign at any time and the Township of West Windsor may discharge me at any time with or without cause.

I understand that the discovery of any misrepresentation or omission of fact in this application will result in the rejection of my employment application, or in the event of employment, provide cause for termination of my employment.

Applicant's Signature: _____

Date: _____



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Conflict of Interest Policy

Applicant Disclosure Form

Employees including Township officials must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the Township. Violations of this policy will result in appropriate discipline including termination. The Township recognizes the right of employees to engage in outside activities that are private nature and unrelated to Township business. However, business dealings that appear to create a conflict between the employee and the Township's interests are unlawful under the New Jersey Local Government Ethics Act. Under the Act, certain employees and officials are required to annually file with the Township Clerk a state mandated disclosure form. The Township Clerk will notify employees and Township officials subject to the filing requirements of the Act.

A potential or actual conflict of interest occurs whenever an employee including a Township official is in a position to influence a Township decision that may result in a personal gain for the employee or an immediate relative including a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household.

Employees are required to disclose possible conflicts so that the Township may assess and prevent Potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Business Administrator or the Township Attorney to obtain clarification.

Employees are allowed to hold outside employment as long as these activities do not interfere with their Township responsibilities. Employees are prohibited from engaging in outside activities (i.e. employment or other activities) while on the job or using Township time, supplies or equipment in the outside activities (i.e. employment or other activities). Employees and their family members, as well as friends on behalf of Township Employees, are prohibited from purchasing Township property or Township items either through auction, tax sales or trade-in.

The Business Administrator may request employees to restrict outside employment or personal activities if the quality of Township work diminishes. Any employee who holds an interest in, or is employed by any business doing business with the Township must submit a written notice of these outside interests to the Business Administrator.

Employees may not accept donations, gratuities, contributions or gifts which could be interpreted to affect their Township duties. An employee shall not, under any circumstances accept donations, gratuities, contributions or gifts from a vendor doing business with or seeking to do business with the Township or any person or firm seeking to influence Township decisions. Meals and other entertainment are also prohibited. Employees are required to report to the



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Business Administrator any offer of a donation, gratuity, contribution, or gift including meals and entertainment that is in violation of this policy.

Do you currently have any outside employment or personal activities that may have a potential or actual conflict with your employment or prospective employment with the Township of West Windsor?

_____ Yes _____ No _____ I do not know

If you answered “yes” to the previous questions, please disclose the nature of your outside employment or personal activity that may have a potential or actual conflict with your employment or prospective employment with the Township:

If you answered “I do not know” to the previous question, please explain: _____

Note: An applicant’s failure to fully disclose outside employment or personal activity that is a potential or actual conflict with the Township of West Windsor may result in rejection of the employment application or, if employed, the termination of employment.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE ABOVE DISCLOSURE FORM AND THAT I HAVE DISCLOSED ALL OUTSIDE EMPLOYMENT OR PERSONAL ACTIVITIES THAT ARE POTENTIAL OR ACTUAL CONFLICTS OF INTEREST IN MY EMPLOYMENT APPLICATION.

Signature of Applicant

Date: _____