



BOROUGH OF RAMSEY EMPLOYMENT APPLICATION

DATE
SOCIAL SECURITY #

POSITION APPLIED FOR:

LAST NAME FIRST MIDDLE

STREET ADDRESS CITY STATE ZIP TELEPHONE #

IN EMERGENCY NOTIFY (NAME) CITY STATE ZIP TELEPHONE #

EDUCATIONAL HISTORY

ELEMENTARY SCHOOL # YEARS ATTENDED

HIGH SCHOOL (NAME) # YEARS ATTENDED MAJOR SUBJECT

COLLEGE (NAME) # YEARS ATTENDED MAJOR SUBJECT DEGREE

HAVE YOU EVER WORKED OR ATTENDED
SCHOOL UNDER ANOTHER NAME?

IF YES — NAME:

HAVE YOU EVER WORKED FOR THIS COMPANY?

IF YES FROM TO

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN MINOR TRAFFIC VIOLATIONS? IF YES — EXPLAIN:

MILITARY EXPERIENCE

BRANCH OF SERVICE MILITARY SPECIALTY HIGHEST RANK

SERVICE SCHOOLS ATTENDED COURSE

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

WORK EXPERIENCE

DATES EMPLOYED	NAME OF PRESENT AND PREVIOUS EMPLOYERS	POSITION HELD	SALARY	REASON FOR LEAVING
From			Start	
To	Address		Final	
From			Start	
To	Address		Final	
From			Start	
To	Address		Final	
From			Start	
To	Address		Final	

LIST ALL LANGUAGES OTHER THAN ENGLISH THAT YOU SPEAK OR WRITE FLUENTLY:

1. _____ SPEAK _____ WRITE _____
2. _____ SPEAK _____ WRITE _____

LIST MEMBERSHIP IN ALL UNION, PROFESSIONAL, OR TRADE ORGANIZATIONS:

1. _____
2. _____
3. _____

PROFESSIONAL AND CHARACTER REFERENCES

NAME	ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Permission is hereby given the employer to contact the above references and to the references to give any information deemed pertinent to the Borough of Ramsey regarding the undersigned. I certify all information on this application and any materials annexed hereto to be true. I agree to take tests to verify any skills which I have stated I have.

DATE _____ X _____

JOB SPECIFIC SKILLS INVENTORY

NOTE: MUST BE DIRECTLY RELATED TO POSITION

APPLICANT _____

Position applied for _____

Answer only questions checked (✓)

_____ 1. I do do not possess a valid New Jersey driver's license.

_____ 2. New Jersey Driver's License No. _____

_____ 3. I do do not take steno. Speed is _____ w.p.m.

_____ 4. I have completed _____ years of high school and have _____ college credits.

_____ 5. I do do not have a college degree. If yes, describe _____

_____ 6. I type at _____ w.p.m. with minimal errors.

_____ 7. I am competent in the following computer programs:

List: _____

_____ 8. I can cannot compose grammatically correct English documents (i.e., letters and reports) without assistance.

_____ 9. I can cannot orally communicate in grammatically correct and readily understandable English.