



**CITY OF ORANGE TOWNSHIP  
EMPLOYMENT APPLICATION**

**PLEASE TYPE OR PRINT CLEARLY**

**Anti-Discrimination Statement:** The City of Orange Township does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, disability, national origin, citizenship or marital status

**APPLICATIONS WILL BE KEPT IN ACTIVE STATUS FOR 90 DAYS**

**PERSONAL INFORMATION**

Social Security No:		Application Date:	
Last Name	First Name:	MI:	Telephone Number
Present Address:		City/State/Zip Code:	
Are you 18 years old or older? Yes or No		Do you have the legal right to work in the United States?	
Do you have a valid NJ Driver's License?		If yes, please provide the license number	
Are you a veteran?			
<b>Employment Desired</b>			
Date available to start:		Salary Desired:	
Position(s) applied for:		Are you currently employed?	
Have you ever been employed by the City of Orange? If so, please indicate what position and when:			
Do you have relatives employed by the City of Orange? If so, please list name and relationship:		Are you seeking full time or part time employment?	

<b>Work Experience</b> Please list most recent employment first		Do you have any special skills, experience, or qualifications related to the position(s) applied for?	
Dates Employed:	Company Name & Address	Position	Reason for Leaving

<b>Educational History</b>		Languages spoken fluently	
School Level:	Name:	Location of School (City & State)	
High School			
College			
Business School			
Trade/Professional School			

**PERSONAL REFERENCES**

List at least three Personal References		List Non-Relatives Whom You Have Known for at least One Year	
Name & Address	Telephone Number	Relationship	Years Known

**Authorization to Verify Information:** I authorize the City of Orange Township to obtain information about me from my previous employers, schools and credit sources. I authorize my previous employers, schools that I have attended and all credit sources to disclose to the City of Orange Township such information about me as may be requested. ( ) Initials

**Accuracy of Application Responses:** I verify that the statements I have made in this application are true and complete. I understand that if I am hired, any false or incomplete statements in this application will be grounds for immediate termination. ( ) Initials

**Authorization to Perform a Background Check:** I hereby authorize the City of Orange Township to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that the City of Orange Township may utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by entities of the City's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.  
 I authorize the background check ( ) Initials -or- I do not authorize the background check ( ) Initials

Since you authorize the background check, please include your full City and State of birth here \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Do Not Write Below This Line

Interview Date:		Interviewed By:		
Remarks: _____ _____				
Neatness		Character		
Personality		Ability		
Hired	Dept.	Position	Start Date	Salary

Approved By: \_\_\_\_\_ (Business Administrator) \_\_\_\_\_ (Date)