Employment Application

CITY OF PLAINFIELD
Personnel Division,
515 Watchung Avenue
Plainfield, NJ 07060 • Office Phone (908)753-3401
Job Line: (908) 753-3218

Please thoroughly and accurately complete all information requested.

Name _____
Last First M.I.

Social Security No _____ Date _____

Position(s) Desired (Title & Department) _____

Salary Desired _____ Full-Time ☐ Part-Time ☐ Temp ☐

Address (Street/City/State/Zip) _____

Telephone _____ Have you ever been employed by the City of Plainfield? ____ If yes, please list dates of employment, position(s) held, and department(s) _____

Have you ever been interviewed for a job with the City? If yes, please give the date and position for which you interviewed _____

State your name at that time if different from present _____ List any relatives employed by the City _____

As an adult, have you ever been convicted of an offense other than a minor traffic violation? Yes ☐ No ☐
(Convictions are evaluated by position and are not necessarily disqualifying). If yes, please explain below:

_____

How did you learn about this position? City Employee ☐ Employment Opportunities Listing ☐ School ☐ Internet ☐

Newspaper (which one?) _____ Church ☐ State Employment Office ☐ Other (specify) _____

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 If you did not complete high school, do you have a GED?_____

School Level	School Attended	Address	Years	Major	Degree/ #Credits
High School					
College/University					
Graduate School					
Trade School					

SKILLS INVENTORY

☐ Typing 01
☐ WPM _____
☐ Personal Computer05
☐ Software:
_____
_____
☐ Dictaphone 04
☐ Calculator 06
☐ Switchboard 07
☐ Filing 08
☐ Cashiering 09
☐ General Acctg. 10
☐ Data Entry 11
☐ Microfilm 12

☐ Programming 12
☐ Languages:
_____
_____
_____
☐ Drafting 14
☐ AutoCAD 15
☐ Surveying 16
☐ Const. Inspection 17
☐ Read Blue Prints 18

☐ EMT-State___ 19
☐EMICT-State__20
☐ RN-State ___ 21
☐ LPN-State ___22
☐CMA-State ___23
☐ CAN-State___24
☐ Regstd. Dietician 25
☐ Dispatching 26
☐ Other
_____
_____

☐ Truck Driver<1.5t 27
☐ Truck Driver>1.5t 28
☐ Backhoe-Loader 29
☐ Grader 30
☐ Farm Tractor 31
☐ Trencher 32
☐ Bull Dozer 33
☐ HVAC 34
☐ Welding 35
☐ Plumbing 36
☐ Electrical 37
☐ Carpentry 38
☐ Vehicle Maint. 39
☐ Concrete Work 40
☐ Asphalt Work 41

Drivers License ☐ Type _____ State _____ CDL ☐ Exp. Date:_____

Other Skills and/or Licenses_____

Volunteer Work/Internships (Job Related) _____

(For office use only)
Employment Verification Completed: ____ *yes* ___ *no*
Comments: _____
_____
_____

Last Name	First Name	SSN

Employment History:

Listing the most recent first, complete your employment record for at least the past ten (10) years.

Employer _____ Address _____

From _____ to _____ Job Title _____ Salary_____ Reason for leaving_____

Supervisor Name _____ Telephone _____ May we call for references? _____

Briefly, explain duties _____

_____

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From _____ to _____ Job Title _____ Salary_____ Reason for leaving_____

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Employer _____ Address _____

From _____ to _____ Job Title _____ Salary_____ Reason for leaving_____

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Employer _____ Address _____

From _____ to _____ Job Title _____ Salary_____ Reason for leaving_____

Supervisor Name _____ Telephone _____ May we call for references? _____

Briefly, explain duties _____

_____

Resume Attached ___ ***yes*** ____ ***No***

The City of Plainfield does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of programs and services.

"If employed, I understand that I must conform to the policies of the City of Plainfield and to any departmental rules and regulations. I hereby certify that the information given on all pages of this application is true and correct. I understand that any answers contrary to the truth may be grounds for dismissal or refusal to hire and that nothing has been withheld that would affect my employment. I authorize my former employers, educational institutions and other persons or entities identified in this application to provide any and all information or documents about me to the City of Plainfield. I hereby relieve all individuals connected with such release from liability for providing this information. If employed, I understand that I must conform to the rules and regulations of the City of Plainfield."

Applicant Signature: _____ *Date:* _____