



TOWNSHIP OF HANOVER

APPLICATION FOR EMPLOYMENT

CIVILIAN JOB POSITIONS

Before answering any questions, please read all directions and instructions carefully.

**TOWNSHIP OF HANOVER
EMPLOYMENT GUIDELINES FOR
CIVILIAN JOB POSITIONS**

**BEFORE COMPLETING THE ACCOMPANYING APPLICATION FOR EMPLOYMENT,
PLEASE READ THE FOLLOWING INSTRUCTIONS AND STATEMENTS**

1. To be considered for employment, all questions on the application must be answered.

2. The application requires that you provide the Township with the names, addresses and telephone numbers of four (4) prior work related managers or supervisors who can verify prior employment and rate your performance.

3. The application process may require one or more interviews with Township officials.

4. An individual hired by the Township is required to complete a six (6) month probationary period for civilian positions and attain a satisfactory job performance evaluation.

5. The Township may inquire whether you need reasonable accommodation if you voluntarily disclose a medical condition, display an obvious need for reasonable accommodation for a medical condition, or after a conditional offer of employment has been extended.

6. Individuals applying for Public Works Department positions are advised that a Commercial Driver License (CDL) is a pre-requisite. A Class "A" or Class "B" CDL is required.

7. In accordance with the Federal Guidelines dealing with the "Americans With Disabilities Act", the Township may inquire about whether you need reasonable accommodation if a prospective employee voluntarily discloses a condition, displays an obvious need for a reasonable accommodation, or after a conditional offer of employment has been extended.

8. Depending on the position you are applying for, the Township's offer of employment to you may also be conditioned upon the results of a post-offer physical and/or psychological examination. The Township reserves the right to withdraw the conditional job offer and reject employment if the medical examinations determine that the job functions of this position cannot be performed ever, with reasonable accommodations.

9. Depending on the position you are applying for, and in particular, for any individual who will be involved in the operation of power equipment and/or any

machinery or equipment which could pose a threat to other employees or to the prospective employee if misused, your offer of employment may also be conditioned upon the results of drug and alcohol testing. In compliance with the Hanover Township Employee Drug Screening Policy and Procedures, such applicants receiving conditional offers of employment are also required to take a pre-employment urine analysis. A pre-employment drug screening test is required of any individual who will be involved in the operation of power equipment and/or any machinery or equipment which could pose a threat to other employees or to the prospective employee if misused. No applicant applying for a safety sensitive position who refuses to be tested shall be extended an offer of employment. The Township reserves the right to withdraw a conditional job offer if the prospective employee receives a positive drug test result.

10. The Township prohibits discrimination in employment and seeks to ensure that all applicants are recruited, employed and treated without regard to their age, race, color, creed, national origin, religion, ancestry, marital or veteran status, sex, affectional or sexual orientation or the presence of a non-job related medical condition or disability or any other legally protected status.

11. Applicants must sign an Acknowledgement Statement on page one (1) of the application which indicates that the applicant understands that, unless otherwise defined by law, any employment relationship with the Township is of an "at will" status. This means that the employee has the right to resign at any time, and that the employer, that is, the Township of Hanover, may discharge an employee at any time with or without cause. The "at will" employment relationship may not be changed by any written document, or by conduct unless such change is specifically authorized in writing by resolution of the Township Committee.

12. False or misleading information or the submission of any false or misleading documents provided in or with the application, or as part of any interview, may result in the discharge of the person should he/she be employed by the Township.

13. Township employees are required to conduct themselves in a professional and courteous manner in their relationships with other employees and especially the public which they serve. Employees shall comply with all the rules, regulations and ordinances of the Township.

14. Residency in New Jersey is a legal requirement for employment by the Township, and all applicants will be required to submit evidence of New Jersey residency.

SHOULD YOU HAVE ANY QUESTIONS OR REQUIRE A CLARIFICATION OF ANY ITEM, PLEASE ASK BEFORE SIGNING THIS DOCUMENT

I _____, DO HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND ALL OF THE INSTRUCTIONS AND STATEMENTS SET FORTH ABOVE.

RETURN THIS SIGNED FORM WITH THE FULLY COMPLETED AND SIGNED APPLICATION. A COPY OF THIS FORM WILL BE GIVEN TO YOU IF YOU LIKE.

**TOWNSHIP OF HANOVER
APPLICATION FOR EMPLOYMENT**

ACKNOWLEDGEMENT STATEMENT AND WAIVER

I certify that to the best of my knowledge, the information contained in this application and the answers given by me are true and complete. Furthermore, I give Hanover Township authorization to investigate all of the statements made in this application as may be necessary in arriving at a decision to employ me.

I FULLY UNDERSTAND THAT NOTHING SET FORTH IN THIS EMPLOYMENT APPLICATION, OR IN THE GRANTING OF AN INTERVIEW(S) IS/ARE INTENDED TO CREATE AN EMPLOYMENT AGREEMENT BETWEEN MYSELF AND THE TOWNSHIP FOR EITHER EMPLOYMENT, OR THE PROVISION OF ANY BENEFITS. I ALSO ACKNOWLEDGE THAT UNLESS OTHERWISE PROVIDED BY LAW, ANY EMPLOYMENT RELATIONSHIP WITH HANOVER TOWNSHIP IS CLASSIFIED AS AN "AT WILL" NATURE, WHICH MEANS THAT I MAY RESIGN AT ANY TIME AND THAT THE TOWNSHIP MAY DISCHARGE ME AS AN EMPLOYEE AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE. I UNDERSTAND THAT NO PROMISE, REPRESENTATION, OR AGREEMENT CONTRARY TO THE FOREGOING IS BINDING ON THE TOWNSHIP UNLESS IT IS AUTHORIZED BY WRITTEN RESOLUTION OF THE TOWNSHIP COMMITTEE.

In the event I am employed by the Township, and it is discovered that I have provided false or misleading information on the application or in the interview(s), I may be liable to disciplinary action including termination. I further accept and acknowledge that I am required to abide by all the rules, regulations and ordinances of the Township should I be employed.

Pursuant to Federal Law, proof of U.S. Citizenship or authorization of work, and proof of New Jersey residency, will be required if you are hired. This is a condition of employment and will result in removal if such proof is not submitted within three (3) business days of the beginning date of employment.

Applicant Signature

Date Signed

Your interest in employment opportunities with the Township is appreciated.

**EMPLOYMENT EXPERIENCE
LIST YOUR MOST RECENT EMPLOYER FIRST**

Employer	Dates Employed		Work Performed
Address	From	To	
	Present []		
Telephone Number(s)	Job Title		
Supervisor	Reason for Leaving		
Employer	Dates Employed		Work Performed
Address	From	To	
	Present []		
Telephone Number(s)	Job Title		
Supervisor	Reason for Leaving		
Employer	Dates Employed		Work Performed
Address	From	To	
	Present []		
Telephone Number(s)	Job Title		
Supervisor	Reason for Leaving		

Summarize special skills and qualifications acquired from employment or other experience.

Have you ever had any job-related training in the United States military? [] Yes [] No

If yes, please describe:

PERSONAL REFERENCES

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Friend Relative Co-Worker

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Friend Relative Co-Worker

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Friend Relative Co-Worker

State any additional information you feel may be helpful in considering your application:

EMPLOYMENT REFERENCES

Please provide the Township with the names, addresses and telephone numbers of four (4) prior work related managers or supervisors who can verify prior employment and rate your performance.

LIST THE MOST RECENT EMPLOYER FIRST

Employer: _____
Address: _____
Manager or Supervisor to Contact: _____
Telephone No.: _____

Employer: _____
Address: _____
Manager or Supervisor to Contact: _____
Telephone No.: _____

Employer: _____
Address: _____
Manager or Supervisor to Contact: _____
Telephone No.: _____

Employer: _____
Address: _____
Manager or Supervisor to Contact: _____
Telephone No.: _____

EDUCATION

Elementary School

School Name & Location

Describe Course of Study

High School

School Name & Location

Describe Course of Study

Undergraduate College/University

School Name & Location

Describe Course of Study

Graduate/Professional

School Name & Location

Describe Course of Study

Education (continued)

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any honors you have received:

State any additional information you feel may be helpful in considering your application.
