

BRIDGEWATER TOWNSHIP

APPLICATION FOR EMPLOYMENT

The Opportunity to Compete Act, N.J.S.A. 34:6B-11 to 19, went into effect on March 1, 2015. Under this new law, an employer cannot make any inquiry—either verbally or in writing, including in an employment application—about an applicant’s criminal record during the Initial Employment Application Process, unless one of the limited exceptions below applies.

The Initial Employment Application Process refers to “the period beginning when an applicant for employment first makes an inquiry to an employer about a prospective employment position or job vacancy or when an employer first makes any inquiry to an applicant for employment about a prospective employment position or job vacancy, and ending when an employer has conducted a first interview, whether in person or by any other means, of an applicant for employment.” Employers can make this inquiry after the Initial Employment Application Process has concluded (i.e., post-interview).

The Act allows employers to request criminal history information before the first interview in the following limited circumstances:

- If an applicant voluntarily discloses his or her criminal history during the Initial Employment Application Process.
- Where the applicant is seeking a position in law enforcement, corrections, the judiciary, homeland security or emergency management.
- Where the applicant is seeking a position where a criminal history record background check is required by law, rule or regulation.
- Where the applicant may be legally precluded from holding the position by virtue of his or her arrest or conviction.
- Where any law, rule or regulation restricts an employer’s ability to engage in specified business activities based on the criminal records of its employees.
- Where the applicant is seeking a position designated by the employer as part of a program designed predominately to encourage the employment of persons who have a criminal record.

Job applicants are considered for all positions without regard to race, creed, color, national origin, sex, affectional or sexual orientation, age, religion, marital, or veteran’s status, or disability. The Township will not tolerate any form of discrimination or sexual harassment.

The Americans with Disabilities Act of 1990 as amended prohibits employers from discriminating against any qualified person on the basis of a disability. The Township makes reasonable accommodations during all aspects of the employment process, such as testing and interviews. The Township also makes reasonable accommodations in the work environment to enable a person with a disability to perform the essential job functions and to participate equally with co-workers without disabilities. However, the Township can only make reasonable accommodations when it is aware of a disability. It is up to you to inform the prospective employer if you need a reasonable accommodation. The Township may ask you for documentation to support your request for a reasonable accommodation.

Bridgewater Township is an Equal Opportunity Employer

BRIDGEWATER TOWNSHIP APPLICATION FOR EMPLOYMENT

The Township considers all applications without regard to race, sex, age, color, national origin, religion, disability, sexual orientation, military status or any other legally protected status. Under the New Jersey First Act all new employees must be New Jersey residents or become residents within one year of employment.

Please PRINT OR TYPE

Position You Are Applying For	Date of Application
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Name (Last, First, Middle)

Address (Number, Street, Apartment/Unit Number, City, State & Zip Code)

Telephone Numbers Home	Cell	Work
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Are you legally eligible for employment in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Are you 18 years of age or older? (If you are under age 18 and offered employment, you will be required to submit working papers, which can be obtained from the N.J. Department of Labor or the high school you are currently attending.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Date you can start	What are your hours of availability?	
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Have you ever applied to the Township before? If yes, when: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Have you ever worked for the Township before? If yes, when and reason for leaving: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Do you have any relatives who work for the Township? If you answered "yes", please list the Name(s) of the Relative(s) and their Relationship to you. Relative's Name & Relationship to You: _____ Relative's Name & Relationship to You: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Have you ever worked or been educated under a different name? If yes, please specify all other names here: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Are you engaged in any business activity or employment which you plan to continue if employed by the Township? If yes, please be advised that your outside employment will be subject to further review regarding conflicts of interest.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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EDUCATION

	Name and Address of School	Number of Years Completed	Did You Graduate?	Title of Your Degree	Major/Area of Study
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Undergraduate College			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other (Specify)			<input type="checkbox"/> Yes <input type="checkbox"/> No		

ADDITIONAL INFORMATION

Skills	List the type of skill(s) and years/months of experience for each skill.
Licenses and Certificates	List the type of license(s) and certificate(s), issue date and expiration date.
<p>Foreign Language Capabilities (Answering this question is optional)</p> <p>If there are any foreign languages, including sign language, in which you are proficient enough to communicate on a job, and are willing to use on the job (now and in the future), please add them here and indicate whether you are proficient in speaking, reading and/or writing for each listed language.</p>	

WORK HISTORY

List all employment starting with present or most current position, if currently unemployed.
Please PRINT OR TYPE. Use additional sheets if necessary.

Employer's Name

Address

City

State

Zip Code

Telephone Number

Position Title

Hours/Week

Employment Start Date

Month _____ Year _____

Employment End Date

Month _____ Year _____

Reason for Leaving

Supervisor's Name

Supervisor's Title

Supervisor's Telephone Number

Description of Duties

May we contact this employer/supervisor? Yes No

Employer's Name

Address

City

State

Zip Code

Telephone Number

Position Title

Hours/Week

Employment Start Date

Month _____ Year _____

Employment End Date

Month _____ Year _____

Reason for Leaving

Supervisor's Name

Supervisor's Title

Supervisor's Telephone Number

Description of Duties

May we contact this employer/supervisor? Yes No

WORK HISTORY (CONTINUED)

Employer's Name			
Address			
City	State	Zip Code	Telephone Number
Position Title			Hours/Week
Employment Start Date Month _____ Year _____		Employment End Date Month _____ Year _____	
Reason for Leaving			
Supervisor's Name	Supervisor's Title		Supervisor's Telephone Number
Description of Duties			
May we contact this employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer's Name			
Address			
City	State	Zip Code	Telephone Number
Position Title			Hours/Week
Employment Start Date Month _____ Year _____		Employment End Date Month _____ Year _____	
Reason for Leaving			
Supervisor's Name	Supervisor's Title		Supervisor's Telephone Number
Description of Duties:			
May we contact this employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No			

PROFESSIONAL REFERENCES

List three PROFESSIONAL REFERENCES, who can confirm your qualifications.

Name: First

Last

Title

Telephone Number

Address

City

State

Zip Code

Name: First

Last

Title

Telephone Number

Address

City

State

Zip Code

Name: First

Last

Title

Telephone Number

Address

City

State

Zip Code

AUTHORIZATION

I certify that all information submitted by me on this application is true and complete and I understand that if false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time.

I authorize investigation of all statements, previous employers, and references contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment. I understand and acknowledge that, unless otherwise defined by applicable law or labor contract, any employment relationship with the Township is "at-will" which means that I may quit or be terminated at anytime, with or without cause.

I authorize my current and former employers to release any information they may have concerning my employment record and I release the Township and employers listed above from all liability whatsoever that may issue from securing this information. I further authorize representatives of the Township to verify any and all information contained in this application, including education history, military and disciplinary records of any source. I understand that if a conditional job offer is made to me that I may then be subject to a criminal background check, drug/alcohol testing and a physical examination.

I understand that no representative other than Bridgewater Township acting as a body, and then only when in writing, has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing.

Signature of Applicant	
Date	

ARBITRATION AGREEMENT

As a condition of my employment with Bridgewater Township, I agree to resolve any and all employment disputes with the Township by way of binding Arbitration and agree to waive my right to pursue relief in a court of law before a Judge or Jury. This waiver shall apply to any claims that I may have under either federal or state law including, but not limited to, claims under the New Jersey Law Against Discrimination, Conscientious Employee Protection Act, the New Jersey Family Leave Act, Family and Medical Leave Act, Title VII of the Civil Rights Act, Pregnancy Discrimination Act, Equal Pay Acts and the Americans with Disabilities Act. I understand and acknowledge that I am waiving my right to a jury trial voluntarily and knowingly, and free from duress or coercion of any type. I acknowledge and understand that I have a right to consult with a person of my own choosing, including an attorney-at-law, before signing this document.

I hereby agree that all disputes with the Township relating to my employment or termination that are covered by the provisions of any collective negotiations agreement shall be presented and decided in accordance with the terms of that collective negotiations agreement. I further agree that all other claims that I may have under federal or state law relating to my employment with, or termination by the Township, shall be decided by an Arbitrator pursuant to the labor relations procedures of the American Arbitration Association and/or in the event my employment is covered by a collective negotiations agreement then by the New Jersey Public Employment Relations Commission.

I understand and acknowledge that the New Jersey Supreme Court has upheld the validity of this form of arbitration agreement in the case of *Martindale v. Sandvik, Inc.*, 173 N.J. 76 (2002) and I further agree not to challenge or contest the validity of this arbitration agreement in any state or federal court.

I acknowledge that the Township has given adequate consideration, that is, something of value to me, in exchange for the promises that I have made in this arbitration agreement. This consideration includes the Township's willingness to consider me for employment and, if an offer is extended, the commencement of employment, the provision of compensation during the period of employment and my on-going employment with the Township.

I have read the foregoing arbitration agreement and understand it completely. I agree to be bound by this arbitration agreement.

Print Name	
Signature of Applicant	
Date	

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Bridgewater Township is an Equal Employment Opportunity Employer. Applicants are considered for all positions, and are treated without regard to race, creed, color, national origin, nationality, ancestry, age, marital status, affectional or sexual orientation, genetic information, sex, atypical hereditary cellular or blood trait, liability for military service in the Armed Forces of the United States, handicap or disability. All qualified applicants are welcome to submit applications for employment. As an employer, the Township complies with government regulations and affirmative action responsibilities.