

# EMPLOYMENT APPLICATION

## CITY OF VINELAND

640 E. Wood Street

P.O. Box 1508

Vineland, NJ 08362-1508

(856) 794-4000

www.ci.vineland.nj.us

Qualified applicants shall be considered for all positions regardless of their race, creed, color, national origin, ancestry, age, sex, marital status, domestic partnership status, familial status, religion, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, disability or liability for service in the United States Armed Forces.

*(Please Print)*

Referral Source:

Date: \_\_\_\_\_

- Friend  Advertisement  
 Relative  Employment Agency  
 City Employee  NJ Department of Personnel

Position Sought: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Number Street City State Zip Code

Phone Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Have you filed an application with the City of Vineland before?  Yes  No Date: \_\_\_\_\_

Have you even been employed by the City of Vineland before?  Yes  No Date: \_\_\_\_\_

Are you a U.S. citizen?  Yes  No If not, do you possess an Alien Registration Card?  Yes  No

Alien Registration Card Number: \_\_\_\_\_

Do you have a valid driver's license?  Yes  No If yes, in what State? \_\_\_\_\_

What is your availability to work?  Full-Time  Part-Time  Seasonal  Temporary

Are you laid-off and subject to recall?  Yes  No

Can you travel if the job requires it?  Yes  No

Are you a veteran of the U.S. Armed Forces?  Yes  No

If yes, what was your branch of military service? \_\_\_\_\_

Have you ever been convicted of violating any law other than a minor traffic violation?  Yes  No

If yes, please explain: \_\_\_\_\_

# WORK EXPERIENCE

List your work experience. Start with your present or most recent job. Include military service if applicable.  
If you need additional space, please continue on a separate sheet of paper.

<b>Employer</b>	<b>Dates</b>		<b>Work Performed</b>	
	<b>From</b>	<b>To</b>		
<b>Address</b>				
<b>Job Title</b>	<b>Hourly Rate/Salary</b>			
	<b>Starting</b>	<b>Final</b>		
<b>Supervisor</b>				
<b>Reason for Leaving</b>				
<b>Employer</b>	<b>Dates</b>		<b>Work Performed</b>	
	<b>From</b>	<b>To</b>		
<b>Address</b>				
<b>Job Title</b>	<b>Hourly Rate/Salary</b>			
	<b>Starting</b>	<b>Final</b>		
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	<b>From</b>	<b>To</b>		
<b>Address</b>				
<b>Job Title</b>	<b>Hourly Rate/Salary</b>			
	<b>Starting</b>	<b>Final</b>		
<b>Supervisor</b>				
<b>Reason for Leaving</b>				

Have you been informed about the requirements of the job for which you are applying?     Yes     No

If yes, are you reasonably capable of performing the essential functions of the job?     Yes     No

A description of the essential functions of the job is available in the job specification provided by the Personnel Office.

# EDUCATION

	High School	College	Graduate Studies
School Name:			
Circle Years Completed:	1    2    3    4	1    2    3    4	1    2    3    4
Was degree or diploma received?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe courses of study:			
Describe any formal or specialized training, apprenticeship, skills and extra-curricular activities:			

Summarize special skills and qualifications acquired from previous employment or other experiences: \_\_\_\_\_

What foreign languages do you speak, read or write? \_\_\_\_\_

Give the names, addresses and phone numbers of three references not related to you:

List any relative, including spouse, who works for the City: \_\_\_\_\_

State any additional information that you feel may be helpful to the City in considering your application:

## RESIDENCY REQUIREMENT

The City of Vineland has a residency requirement specified in Ordinance No. 1291 which requires the hiring of qualified residents first with certain exceptions. The exceptions in the Ordinance are for certain public safety positions and those positions which require special skills and talents that may not be available among Vineland applicants. If you are not a Vineland resident or if you plan to move outside of Vineland, it is incumbent upon you to be aware of and comply with the residency requirements of Ordinance No. 1291.

## PRIMARY EMPLOYER OBLIGATIONS

Prompt attendance on the job at all times is an important part of the performance record that each employee builds from the day they are hired. Failure to be on the job promptly as required not only disturbs the smooth functioning of an employee's own job but also inconveniences other interrelated jobs. This includes the response to overtime call-ins in instances where the City of Vineland is required by law to respond to emergency situations. The City can be subject to fines or penalties for failure to respond to local emergencies. Likewise, an employee responsible for performing the specific tasks to resolve the emergency can be held responsible depending on the circumstances involved. Public employment equates with public trust, which imposes on the employee the performance of certain duties for the common good. In discharging these duties, which are fiduciary in nature, a public employee is under an obligation to serve the public with highest fidelity and undivided loyalty.

## PRE-EMPLOYMENT DRUG TESTING

All job applicants for City of Vineland employment shall be tested for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result shall be denied employment. The City of Vineland shall not discriminate against any applicant because of a past history of drug abuse. Therefore, any applicant who fails a pre-employment drug test may file another application with the City after six months, but must be drug-free.

## EMPLOYEE TESTING

The City of Vineland has adopted testing practices to identify employees who use illegal drugs either on or off the job. It is a condition of continued employment for any employee to submit to drug testing under the following circumstances:

- When there is a reasonable suspicion that an employee is using illegal drugs.
- When an employee is involved in an accident on the job and personal injury or damage to City property occurs.
- As part of a follow-up program to treatment for drug abuse.

The City of Vineland must abide by Title 49 CFR, U.S. Department of Transportation, Parts 40, 382, 391 and 395. Therefore, if a Commercial Drivers License is required for the position in which you apply or if you have the potential to be upgraded to a position requiring a Commercial Drivers License, you will be subject to random drug and alcohol testing.

## CERTIFICATION AND LICENSES

Certain positions require licenses or certifications. Any person applying for a position that requires a specific license or certification must have said license or certification at the time of hire and shall maintain it during the course of employment at the employee's own cost, unless otherwise provided for by a collective bargaining agreement.

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I certify that the answers provided herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event being hired, I understand that false or misleading information given in my application or interview may result in my discharge. I understand that I am required to abide by all policies, rules and regulations of the City of Vineland.

Employees of the City of Vineland are public employees. Public employees in New Jersey are prohibited by law to strike. By signing this employment application, I certify that I am aware of this legal prohibition and agree to abide by it and every other law, rule or regulation governing public employment.

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Signature of Applicant

Date