

The City of Vineland is an Equal Opportunity Employer

EMPLOYMENT APPLICATION

Phone: 856-794-4134

www.vinelandcity.org

Fax: 856-405-4604

Qualified applicants shall be considered for all positions regardless of their race, creed, color, national origin, nationality, ancestry, sex/gender (including pregnancy), affectional or sexual orientation, gender identity or expression, age, marital status, civil union status, domestic partnership status, familial status, religion, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability, except where a particular qualification is specifically permitted and is essential to successful job performance.

(Please Print)

Referral Source:

Date: _____

☐ Friend

☐ Advertisement

☐ Relative

☐ Employment Agency

Position Sought: _____

☐ City Employee

☐ Civil Service Commission

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Home Phone #: _____ Cell Phone #: _____

E-Mail: _____ Social Security #: _____

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

Have you ever been employed by the City of Vineland before? ☐ Yes Date: _____ ☐ No

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

Alien Registration Card #: _____

Do you have a valid driver's license? ☐ Yes If Yes, in what State? _____ ☐ No

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? _____

WORK EXPERIENCE

List your work experience starting 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.

Employer	Dates of Employment	Work Performed
Address	From:	
Job Title		
Supervisor	To:	
Reason for Leaving		
Employer	Dates of Employment	Work Performed
Address	From:	
Job Title		
Supervisor	To:	
Reason for Leaving		
Employer	Dates of Employment	Work Performed
Address	From:	
Job Title		
Supervisor	To:	
Reason for Leaving		

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.

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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 PREFERENCE

Preference in hiring shall be given to prospective officers and employees who are bona fide residents of the City of Vineland as specified in Ordinance No. 1291. When hiring is based upon merit as determined by suitable hiring tests or other objective criteria, a resident shall be given preference over a nonresident when, in the discretion of the Appointing Authority or designee, all other measurable criteria are equal. The preference stated in Ordinance No. 1291 shall in no way diminish, reduce or affect the preference granted pursuant to any other provision of law.

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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.

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.

Signature of Applicant

Date