

# TOWNSHIP OF MILLSTONE APPLICATION FOR EMPLOYMENT

Phone: (732) 446-4249

www.millstonenj.gov

Fax: (609) 208-2438

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

Name: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Department: \_\_\_\_\_

The Township of Millstone considers applicants for all positions without regard to race, creed, color, religion, sex, pregnancy, national origin, age, marital or veteran status, disability, affectional or sexual orientation, gender identity or expression, civil union status, domestic partnership status or any other legally protected status.

**The Americans with Disabilities Act of 1990 prohibits employers from discriminating against any qualified person based on a disability. The Township of Millstone makes reasonable accommodations during all aspects of the application process. The Township also makes reasonable accommodations in the work environment to enable a person with a disability to perform the essential functions of the job. The Township, however, can only reasonably accommodate a disability of which it is aware. Therefore, it is the applicant's responsibility to inform the Township that he or she needs a reasonable accommodation. The Township may ask the applicant for documentation to support the request for a reasonable accommodation. Applicants who need a reasonable accommodation before the interview process begins should inform the personnel office.**

**WHILE THE TOWNSHIP OF MILLSTONE ENCOURAGES APPLICANTS TO SUBMIT A RESUME  
A RESUME IS NOT A SUBSTITUTE FOR COMPLETING THIS FORM IN ITS ENTIRETY**

Note: The New Jersey First Act, P.L. 2011, c.70, requires that Township employees reside in the State of New Jersey unless otherwise exempted under the law. Employees who begin their employment on September 1, 2011, or later must live in New Jersey unless otherwise exempted. If the employee does not live in New Jersey, the employee has one year after the date of hire to relocate to New Jersey. If the employee does not relocate, the employee may be removed from employment.

All information will be verified and all references will be checked. Information will be kept confidential to the extent permitted by law.

**DO NOT WRITE IN THIS BOX**

RECOMMEND FOR EMPLOYMENT:  Yes  No IF NO, HOLD FOR FUTURE USE?  Yes  No

IF YES, START DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**I. PERSONAL**

LAST NAME FIRST MIDDLE

PRESENT ADDRESS (NUMBER, STREET, CITY, STATE, ZIP) TELEPHONE NUMBER

PERMANENT ADDRESS (IF DIFFERENT FROM PRESENT) TELEPHONE NUMBER

ARE YOU 18 YEARS OF AGE OR OLDER? (If no, you will be required to show proof of eligibility to work)  Yes  No

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES? (Proof of US citizenship or work authorization status will be required upon employment)  Yes  No

NAMES OF RELATIVES OR FRIENDS EMPLOYED BY THE TOWNSHIP OF MILLSTONE (All candidates must complete applicant relative disclosure form):

HAVE YOU EVER BEEN EMPLOYED BY THE TOWNSHIP OF MILLSTONE? IF YES, WHEN?  Yes  No

HAVE YOU EVER APPLIED FOR A POSITION WITH THE TOWNSHIP OF MILLSTONE? IF YES, WHEN?  Yes  No

HAVE YOU EVER WORKED OR BEEN EDUCATED UNDER A DIFFERENT NAME?  Yes  No

IF YES, SPECIFY NAME:

**II. POSITION AND PERSONAL INTERESTS**

TITLE OF POSITION APPLIED FOR \$ PER SALARY DESIRED

TYPE OF EMPLOYMENT SOUGHT:  FULL-TIME  PART-TIME  TEMPORARY  SEASONAL

DATE AVAILABLE TO START WORK HOW WERE YOU REFERRED TO US?

**III. EDUCATION AND TRAINING**

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED	DID YOU GRADUATE?	LIST DIPLOMA OR DEGREE
HIGH SCHOOL OR EQUIVALENT			9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
TECHNICAL OR COMMERCIAL			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER (SPECIFY)			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ARE YOU TAKING ANY COURSE OF STUDY NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PROVIDE DETAILS:				DATE TO BE COMPLETED:	
LIST ANY SCHOLASTIC HONORS, HONORARY SOCIETIES, FELLOWSHIPS AND SCHOLARSHIPS:					
DESCRIBE ANY SPECIALIZED LICENCES, CERTIFICATIONS, TRAINING, APPRENTICESHIP, SKILLS OR EXTRA-CURRICULAR ACTIVITIES (i.e. EMT or fire fighting training and participation, etc.) Exclude those that indicate race, religion, sex, age, national origin or other protected classification:					
WHAT COMPUTER SKILLS DO YOU HAVE? (IF APPLICABLE)					

## IV. EMPLOYMENT HISTORY

PLEASE ACCOUNT FOR ALL PERIODS OF EMPLOYMENT REGARDLESS OF LENGTH OF SERVICE, INCLUDING U.S. ARMED FORCES EXPERIENCE AND SELF-EMPLOYMENT. LIST YOUR PRESENT OR LAST EMPLOYER FIRST. DO NOT OMIT ANY EMPLOYER. IF MORE SPACE IS DESIRED, PLEASE USE AN ADDITIONAL APPLICATION FOR A COPY OF THIS PAGE.

NAME OF EMPLOYER		ADDRESS OF EMPLOYER		DATES EMPLOYED		FROM	TO
						/	/
						MONTH	YEAR MONTH YEAR
FULL-TIME <input type="checkbox"/>	PART-TIME <input type="checkbox"/>	TEMPORARY <input type="checkbox"/>	SEASONAL <input type="checkbox"/>	IF NOT FULL-TIME, NUMBER OF HOURS PER WEEK:			
TELEPHONE OF EMPLOYER	SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE OF SUPERVISOR	DEPARTMENT			
YOUR POSITION OR TITLE		REASON FOR LEAVING					
WORK PERFORMED/RESPONSIBILITIES							
MAY WE CONTACT EMPLOYER?		NOW <input type="checkbox"/>	AT A LATER DATE <input type="checkbox"/>	NOT AT ALL <input type="checkbox"/>			
MAY WE CONTACT SUPERVISOR AS REFERENCE?		NOW <input type="checkbox"/>	AT A LATER DATE <input type="checkbox"/>	NOT AT ALL <input type="checkbox"/>			

NAME OF EMPLOYER		ADDRESS OF EMPLOYER		DATES EMPLOYED		FROM	TO
						/	/
						MONTH	YEAR MONTH YEAR
FULL-TIME <input type="checkbox"/>	PART-TIME <input type="checkbox"/>	TEMPORARY <input type="checkbox"/>	SEASONAL <input type="checkbox"/>	IF NOT FULL-TIME, NUMBER OF HOURS PER WEEK:			
TELEPHONE OF EMPLOYER	SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE OF SUPERVISOR	DEPARTMENT			
YOUR POSITION OR TITLE		REASON FOR LEAVING					
WORK PERFORMED/RESPONSIBILITIES							
MAY WE CONTACT EMPLOYER?		NOW <input type="checkbox"/>	AT A LATER DATE <input type="checkbox"/>	NOT AT ALL <input type="checkbox"/>			
MAY WE CONTACT SUPERVISOR AS REFERENCE?		NOW <input type="checkbox"/>	AT A LATER DATE <input type="checkbox"/>	NOT AT ALL <input type="checkbox"/>			

NAME OF EMPLOYER		ADDRESS OF EMPLOYER		DATES EMPLOYED		FROM	TO
						/	/
						MONTH	YEAR MONTH YEAR
FULL-TIME <input type="checkbox"/>	PART-TIME <input type="checkbox"/>	TEMPORARY <input type="checkbox"/>	SEASONAL <input type="checkbox"/>	IF NOT FULL-TIME, NUMBER OF HOURS PER WEEK:			
TELEPHONE OF EMPLOYER	SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE OF SUPERVISOR	DEPARTMENT			
YOUR POSITION OR TITLE		REASON FOR LEAVING					
WORK PERFORMED/RESPONSIBILITIES							
MAY WE CONTACT EMPLOYER?		NOW <input type="checkbox"/>	AT A LATER DATE <input type="checkbox"/>	NOT AT ALL <input type="checkbox"/>			
MAY WE CONTACT SUPERVISOR AS REFERENCE?		NOW <input type="checkbox"/>	AT A LATER DATE <input type="checkbox"/>	NOT AT ALL <input type="checkbox"/>			

#### IV. EMPLOYMENT HISTORY (cont'd)

NAME OF EMPLOYER		ADDRESS OF EMPLOYER		DATES EMPLOYED		FROM	TO
						/	/
						MONTH	YEAR
						MONTH	YEAR
FULL-TIME <input type="checkbox"/>	PART-TIME <input type="checkbox"/>	TEMPORARY <input type="checkbox"/>	SEASONAL <input type="checkbox"/>	IF NOT FULL-TIME, NUMBER OF HOURS PER WEEK:			
TELEPHONE OF EMPLOYER	SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE OF SUPERVISOR	DEPARTMENT			
YOUR POSITION OR TITLE		REASON FOR LEAVING					
WORK PERFORMED/RESPONSIBILITIES							
MAY WE CONTACT EMPLOYER?		NOW <input type="checkbox"/>	AT A LATER DATE <input type="checkbox"/>	NOT AT ALL <input type="checkbox"/>			
MAY WE CONTACT SUPERVISOR AS REFERENCE?		NOW <input type="checkbox"/>	AT A LATER DATE <input type="checkbox"/>	NOT AT ALL <input type="checkbox"/>			

#### V. OUTSIDE ORGANIZATIONS

ARE YOU ENGAGED IN ANY BUSINESS ACTIVITY OR EMPLOYMENT (INCLUDING SELF-EMPLOYMENT) WHICH YOU PLAN TO CONTINUE IF YOU ARE EMPLOYED BY THE TOWNSHIP? (If yes, your outside employment will be subject to review regarding conflicts of interest).

YES  NO IF YES, PLEASE EXPLAIN

ARE YOU A MEMBER OF ANY BUSINESS, PROFESSIONAL OR SCIENTIFIC ASSOCIATIONS? Exclude those that indicate race, religion, sex, age, national origin or other protected classification.

DESCRIBE ANY OTHER EXPERIENCE THAT MIGHT BE HELPFUL IN CONSIDERING YOUR APPLICATION. (Other work experience, internships, school activity, apprenticeships, etc.)

#### VI. REFERENCES

PROVIDE THREE (3) PERSONS, EXCLUDING RELATIVES, NOT PREVIOUSLY MENTIONED WHO ARE MOST FAMILIAR WITH YOUR WORK, ABILITY AND TRAINING.

NAME	RELATIONSHIP/ YEARS KNOWN	POSITION	ADDRESS	TELEPHONE

#### VII. LANGUAGES

LIST ANY FOREIGN LANGUAGES YOU KNOW AND INDICATE YOUR LEVEL OF PROFICIENCY (Please complete only if relevant to the job).

LANGUAGE	SPEAK SOME:	SPEAK FLUENTLY	READ:	WRITE:



**XI. APPLICANT'S STATEMENT**

I certify that the information on this application is true, complete and accurate, to the best of my knowledge. I authorize my former employers to release any information they may have concerning my employment record and I release the Township of Millstone and all previous employers from all liability that might arise from the disclosure of information. I authorize investigation of all statements contained in this application, including education, and a review of all criminal history, military and disciplinary records of any source, as may be necessary in arriving at an employment decision.

I give the Township of Millstone the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the Township of Millstone the right to secure additional job-related information about me. I release the Township of Millstone and its representatives from all liability for seeking such information.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Township of Millstone is of an "at will" nature, which means that I may resign at any time and the Township may discharge me at any time with or without cause.

I understand that the discovery of any misrepresentation or omission of fact in this application will result in the rejection of my employment application, or in the event of employment, provide cause for termination of employment. I fully and completely understand that as a condition of employment, I must be able to perform all duties of the position applied for with or without reasonable accommodation. I also understand that if employed by the Township, I must abide by all Township rules and regulations.

I understand that any offer of employment may be subject to job-related medical, physical, drug or psychological tests. I also understand that employment is conditioned on passing a complete background and criminal check.

Pursuant to our personnel policy, all job applicants are required to sign a consent form for drug testing and if the test results are positive and are not accounted for by the legal use of prescription or non-prescription drugs the applicant shall be ineligible for hire unless they can establish a legal basis for the use of the drug or controlled substance for which they test positive. For your application to be considered, you must sign and date below.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant's Statement.

Signature of Applicant:

Date:

**XII. TOWNSHIP'S POLICY REGARDING MEDICAL MARIJUANA**

To the extent required by law, the Township will not take adverse action against prospective employees based solely on the individual's status as a medical marijuana user and will accommodate the medical use of marijuana. The medical use of marijuana in the workplace means the use of marijuana at any time which produces a level of THC (Tetrahydrocannabinol), or its metabolite, within a person's bodily systems that equals or exceeds the detection levels established by the Federal Motor Carrier Safety Regulations, 49 CFR Part 40.

If a prospective employee tests positive for marijuana, the Township will (1) provide written notice to the prospective employee of the right to provide a legitimate medical explanation for the test result; and (2) offer the prospective employee an opportunity to present a legitimate medical explanation for the positive test result. The prospective employee has three (3) working days after receipt of that written notice to submit information explaining the positive test result or request a confirmatory retest of the original sample (at the prospective employee's expense). A legitimate explanation for the positive test result includes an authorization for medical marijuana issued by a health care practitioner or proof of registration with the medical marijuana commission.

This section does not apply when accommodation of an individual's medical marijuana use violates federal law or results in the loss of a federal contract or federal funding. The Township does not accommodate medical marijuana use by employees or applicants for positions which require a Commercial Driver's License.

Signature of Applicant:

Date:

**APPLICANT RELATIVE DISCLOSURE FORM**

Name of Applicant: \_\_\_\_\_

The Township of Millstone prohibits the hiring of relatives if the employment of such an individual would result in the creation of a prohibited employment relationship. A prohibited relationship is created when:

- One relative would have the authority to directly supervise, appoint, remove, discipline, evaluate or otherwise affect the work or employment of another relative.
- The relative would be responsible for auditing the work of the other.
- Other circumstances exist which would place the relatives in a situation of actual, or reasonably foreseeable, conflict between the Township’s interest and their own.

Relative includes spouse, civil union partner, domestic partnership partner, parent, step-parent, child, step-child, sibling, step-sibling, half-sibling, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, and cousins.

Do any of your relatives currently work for the Township or are any of your relatives an elected or appointed Township official?       Yes       No

If you answered “yes” to the previous question, please disclose the name(s) of your relative(s) who work(s) for the Township, his or her title, and his or her relationship to you.

Relative #1

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Relationship: \_\_\_\_\_

Relative #2

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Relationship: \_\_\_\_\_

**Note:** An applicant’s failure to fully disclose his or her relationship to a Township employee or elected or appointed official may result in rejection of the employment application or, if employed, the termination of employment.

I acknowledge that I have read and understand the above Disclosure Form and that I have disclosed all relatives who work for the Township or serve as elected or appointed officials.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**TOWNSHIP OF MILLSTONE EMPLOYMENT APPLICATION  
CRIMINAL HISTORY SUPPLEMENT**

**In accordance with the Opportunity to Compete Act, P.L. 2014, c. 32, the Township of Millstone requires applicants to provide criminal history information after the completion of the initial employment application process. The initial employment application process ends after the Township of Millstone’s first interview with the applicant. If you have completed your first interview with the Township of Millstone, please complete this supplement to the employment application. Please do not submit this supplement prior to that time.**

Other than minor traffic violations, have you ever been convicted of a criminal offense that has not been expunged or sealed by court order?       Yes       No

A conviction does not automatically mean that you will not be selected. The nature of the crime, the time that has elapsed since the crime and the crime’s relationship to the job for which you are applying are important. If you answered yes, please provide the information requested below for each conviction so that the Township of Millstone may make an informed decision. (Please attach additional pages if needed):

Date of Conviction: \_\_\_\_\_

Violation: \_\_\_\_\_

Specific Statutory Code Violated: \_\_\_\_\_

Location: \_\_\_\_\_

Court Disposition: \_\_\_\_\_

Police Agency Concerned: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that the answers provided above are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this criminal history supplement as may be necessary in arriving at an employment decision. I release former employers and others from any liability that might arise from the disclosure of information.

I understand that the discovery of any misrepresentation or omission of fact in this criminal history supplement will result in the rejection of my employment application, or in the event of employment, provide cause for termination of employment. I understand that employment requires a complete criminal history check as a condition of employment.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Note: The Township of Millstone complies with Title VII of the Civil Rights Act of 1964 and the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Right Act of 1964” in its use of criminal history records in hiring and other employment decisions.



**FINGERPRINT AND BACKGROUND CHECK CONSENT FORM  
FOR EMPLOYEES, JOB APPLICANTS, AND FOR VOLUNTEERS  
THAT MAY WORK OR HAVE CONTACT WITH MINORS**

In accordance with N.J.S.A. 15A:3A-1 et seq., I understand that, as a condition of continued employment, new employment, or my volunteer service, the Township of Millstone requires background checks on all individuals who may work or have contact with minors.

By signing this form, I agree to be fingerprinted and consent to a criminal background record check as a condition of new employment, continued employment, or voluntary service. I also represent, attest, and certify that I have never been convicted of any of the following crimes or disorderly persons offenses as defined by New Jersey law or the law of any other state, or that the guilty disposition of any of the crimes and/or offenses has been amended to a status of not guilty, or that any previous charges, as listed below, have been expunged:

2C:11 HOMICIDE all offenses

2C:12 ASSAULT, ENDANGERING, THREATS all offenses

2C:13 KIDNAPPING all offenses

2C:14 SEXUAL OFFENSES all offenses

2C:15 ROBBERY all offenses

2C:20 THEFT all offenses

2C:24 OFFENSES AGAINST THE FAMILY, CHILDREN AND INCOMPETENTS  
all offenses

2C:35 CONTROLLED DANGEROUS SUBSTANCES  
all offenses except paragraph (4) of subsection a. of N.J.S.A. 2C:35-10

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Name (please print)

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Applicant's signature

Date

**TOWNSHIP OF MILLSTONE  
PREVIOUS PRE-EMPLOYMENT EMPLOYEE ALCOHOL  
AND DRUG TEST STATEMENT**

49 CFR 40.25(j) and 49 CFR 382.413: As the employer, the Township of Millstone must ask the prospective employee whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the prospective employee applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past three years. If the prospective employee admits that he or she had a positive test or a refusal to test, the Township must not use the prospective employee to perform safety-sensitive functions for the employer, until and unless the prospective employee documents successful completion of the return-to-duty process (see 49 CFR 40.25(b)(5) and (e)). 40 CFR 382.413 requires the Township of Millstone to request information from all DOT-Regulated employers that employed the driver within the previous three years and the scope of the information must date back three years.

Prospective Employee Printed Name: \_\_\_\_\_

Prospective Employee ID Number: \_\_\_\_\_

The prospective employee is required by Sec. 40.25(j) to respond to the following questions.

1. Have you tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past three years?

Check one:     Yes     No

2. If you answered yes, can you provide/obtain proof that you've successfully completed the DOT return to duty requirements?

Check one:     Yes     No

I certify that the information provided on this document is true and correct.

Prospective Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Record retention guidelines:

- If "yes" to question 1, retain this form and documentation provided for 5 years.
- If "no" to question 1, discard after employment terminates but not less than 2 years from date of statement.