

## **Employment Position: Temporary Seasonal DPW Laborer**

### **Basic job duties:**

Performs a variety of skilled and unskilled tasks in the maintenance and operation of streets, parks and recreation buildings, grounds, open spaces, public areas, and Borough buildings and properties. The employee should possess the ability to work independently, or with little supervision, and to complete daily activities according to work schedule. Ability to communicate effectively verbally and in writing. Ability to observe proper safety precautions. Ability to understand, follow and transmit written and oral instruction. Ability to establish effective working relationships with other employees, supervisors and the public. Demonstrated knowledge of equipment, materials and supplies used in building and grounds maintenance. Demonstrated knowledge of equipment and supplies used to do minor repairs. Priority will be given to applicants with a license such as a licensed plumber or electrician. Hourly rate will be based upon skill; please list requested rate below. Must pass background check as some work may be in the secure Police Department. Must be 18 years old or older.

# **STANDARD EMPLOYMENT APPLICATION FORM**

## **Borough of Little Ferry**

Michael Capabianco  
Borough Administrator

Joseph G. Monaghan, Esq.  
Borough Attorney

Last Revised: August 2007

# Borough of Little Ferry

## Application for Employment

PLEASE PRINT OR TYPE

Position(s) Applied For \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Area Code

If you are under 18, can you furnish a work permit?  YES  NO  
(Must be on file prior to first day of work)

Have you ever been employed in the Borough before?  YES  NO

Are you legally eligible for employment in this country?  YES  NO  
(Proof of U.S. citizenship or immigration status will be required upon employment)

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of employment desired **TEMPORARY SEASONAL PUBLIC WORKS LABORER**

Are you able to meet the attendance requirements of the position?  YES  NO

Have you been convicted of a felony in the last seven (7) years?  YES  NO  
(Such conviction may be relevant if job related, but does not bar you from employment)

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

Driver's license number (if required by job) \_\_\_\_\_ State \_\_\_\_\_

## Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

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From: \_\_\_\_\_ To: \_\_\_\_\_ Employer: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Job Title: \_\_\_\_\_ Address: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Hourly Rate/Salary  
Start \$ \_\_\_\_\_ per \_\_\_\_\_ Final \$ \_\_\_\_\_ per \_\_\_\_\_

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From: \_\_\_\_\_ To: \_\_\_\_\_ Employer: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Job Title: \_\_\_\_\_ Address: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Hourly Rate/Salary  
Start \$ \_\_\_\_\_ per \_\_\_\_\_ Final \$ \_\_\_\_\_ per \_\_\_\_\_

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From: \_\_\_\_\_ To: \_\_\_\_\_ Employer: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Job Title: \_\_\_\_\_ Address: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Hourly Rate/Salary  
Start \$ \_\_\_\_\_ per \_\_\_\_\_ Final \$ \_\_\_\_\_ per \_\_\_\_\_

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From: \_\_\_\_\_ To: \_\_\_\_\_ Employer: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Job Title: \_\_\_\_\_ Address: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Hourly Rate/Salary  
Start \$ \_\_\_\_\_ per \_\_\_\_\_ Final \$ \_\_\_\_\_ per \_\_\_\_\_

## Skills and Qualifications

Summarize special skills and qualifications acquired from prior employment or other experiences that may qualify you for work with the Borough:

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## Educational Background

Name and Location			Years Attended	Graduated Yes/No	Course of Study
High School					
College	Major	Degree			
Other					

## References

Name/Address	Telephone	Years Known
	Area Code (____) -	
	Area Code (____) -	
	Area Code (____) -	

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_