

GENERAL INFORMATION REGARDING THE EMPLOYMENT APPLICATION PROCESS

- THE CITY OF TRENTON HAS A RESIDENCY REQUIREMENT FOR MOST POSITIONS.
- APPLICANTS FOR EMPLOYMENT WITH THE CITY OF TRENTON ARE REQUIRED TO HAVE A BACKGROUND CHECK AND PASS A MEDICAL AND DRUG SCREENING EXAMINATION. THE APPLICANT IS RESPONSIBLE FOR THE \$42.80 FEE FOR THE BACKGROUND CHECK.
- APPLICANTS MUST ALSO COMPLY WITH THE NJ CIVIL SERVICE COMMISSION AND THE DEPARTMENT OF COMMUNITY AFFAIRS (DCA) JOB REQUIREMENTS.
- EMPLOYMENT APPLICATIONS MUST BE FILLED OUT COMPLETELY AND INCLUDE THE APPLICANT'S FULL SOCIAL SECURITY NUMBER.
- APPLICATIONS SHOULD BE CLEARLY WRITTEN OR TYPED. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
- A VALID NJ DRIVER'S LICENSE IS REQUIRED FOR MOST POSITIONS IN THE DEPARTMENT OF PUBLIC WORKS.
- THE CITY OF TRENTON IS AN EQUAL OPPORTUNITY EMPLOYER PURSUANT TO THE REQUIREMENTS OF P.L. 1975, C. 127 (NJAC 17:27).

APPLICATION FOR EMPLOYMENT
CITY OF TRENTON



An Equal Opportunity Employer

We do not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status, or handicap. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

PLEASE PRINT (except for signatures)

Specify Job or Type of Work Applied for: _____ Today's Date _____

PERSONAL DATA

Last Name First Name Middle Name Telephone Number

Present Address City State Zip Code

Social Security Number Birth Date

Are you a citizen of the United States or do you have a valid work permit? (Check One) Yes ___ No ___

Have you ever applied for employment with the City? Yes ___ No ___ ; If yes: Month & Year Location _____

GENERAL

Have you ever worked for the City of Trenton? (Check one) Yes ___ No ___ If yes, list title and dates below:

Are you presently employed? (Check one) Yes ___ No ___

Do you have a valid driver's license? (Check one) Yes ___ No ___ Do you have a valid CDL? (Check one) Yes ___ No ___

EDUCATION

High School _____ Location _____ Highest Grade Completed _____

Did you graduate? Yes ___ No ___ Year _____

College _____ Location _____ Highest Grade Completed _____

Did you graduate? Yes ___ No ___ Year _____

WORK HISTORY

1. Name of Most Recent Employer _____ Location _____
City State Zip

Telephone _____ Job Title _____ Job Duties _____

Dates of Employment _____ To _____ Reason for leaving _____

Name of Supervisor _____ MAY WE CONTACT? Yes ___ No ___

2. Name of Most Recent Employer _____ Location _____
City _____ State _____ Zip _____
Telephone _____ Job Title _____ Job Duties _____

Dates of Employment _____ To _____ Reason for leaving _____
Name of Supervisor _____ MAY WE CONTACT? Yes ___ No ___

3. Name of Most Recent Employer _____ Location _____
City _____ State _____ Zip _____
Telephone _____ Job Title _____ Job Duties _____

Dates of Employment _____ To _____ Reason for leaving _____
Name of Supervisor _____ MAY WE CONTACT? Yes ___ No ___

OTHER TRAINING AND/OR SPECIAL SKILLS (Including Volunteer Experience)

Languages other than English that you speak frequently _____
Equipment which you can operate _____
Can you type? Yes ___ No ___ If yes, how many words per minute _____
Do you have computer skills and experience? Yes ___ No ___ If yes, explain in detail (specific knowledge & experience with equipment and program software) _____

Other clerical skills/ experience including filing, answering telephones, bookkeeping, equipment repair, etc. _____

MILITARY

Did you serve in the U.S. Armed Forces? Yes ___ No ___ If yes, (branch) _____ Describe any training received relevant to the position for which you are applying _____

REFERENCES

Give three professional references.
Name _____ Address _____ Phone _____ Occupation _____
1. _____
2. _____
3. _____

EMERGENCY CONTACT INFORMATION

Last Name _____ First Name _____ Middle Name _____ Telephone _____
Address _____
City and State _____ Zip Code _____
Relationship _____

RESIDENCY

The City of Trenton is committed to filling City jobs with qualified City residents. By Ordinance (94-53), persons hired to fill City jobs must have a permanent residence within the City of Trenton. I understand that if I accept an offer of employment with the City, I will be required to complete a Certificate of Residency, legally confirming my bona fide City residence.

Signature of Applicant as Acknowledgement

Date

PRE-EMPLOYMENT DRUG SCREENING ACKNOWLEDGMENT

I understand that my employment with the City of Trenton is conditioned upon my successfully completing a test (negative result) for the presence of illegal drugs and/or the presence of alcohol as prescribed by the City. Any offer of employment with the City of Trenton that has been made prior to the pre-employment drug screening will be withdrawn if I test positive for illegal drugs and/or alcohol.

Signature of Applicant as Acknowledgement

Date

INFORMATION RELEASE AUTHORIZATION

I do hereby authorize representatives of the City of Trenton, State of New Jersey, to obtain any and all information of a private and confidential nature concerning arrest records, criminal history summaries, warrant information, driver license information and any other information relative to my background, that has been recorded or otherwise; and do hereby release the City of Trenton, and all other individuals connected therewith, from all liability, for any damage whatsoever incurred in furnishing such information.

Signature of Applicant as Acknowledgement

Date

AFFIDAVIT

I certify that the information given by me on this Application is true and correct without consequential omissions of any kind whatsoever. If I am appointed on the basis of any incorrect statements or misleading information that I have supplied above, I will be subject to removal.

Signature of Applicant as Acknowledgement

Date

THIS APPLICATION IS NOT AN OFFER OF EMPLOYMENT

Revised June 2015