



# Employment Application

*"Protecting Public Health and the Environment"*

(Please Print)

## Applicant Information

Name: <i>(last, first, middle initial)</i>		Date:
Home Phone Number:		Cell Phone Number:
Home Address: <i>(number &amp; street, city, state and zip)</i>		Email Address:
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Indicate Driver's License Number and State:		Are you a resident of New Jersey? <input type="checkbox"/> Yes <input type="checkbox"/> No
Position type: <input type="checkbox"/> Full Time <input type="checkbox"/> Internship	Position applied for: <i>(please specify)</i>	Salary or rate of pay expected:
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date available to start:
<p><b><u>New Jersey Residency Requirements:</u></b> Effective September 1, 2011, the "New Jersey First Act" contains new residency requirements for most public officers and employees. Current, new and prospective public employees should be aware that the New Jersey First Act, N.J.S.A. 52:14-7, requires employees of all public employers, public agencies, authorities, boards, bodies, commissions, public institutions of higher education, certain quasi-public entities, and all school boards to reside in the State of New Jersey unless otherwise exempted by the law. If you do not live in New Jersey, you have one year after the date you start your job to relocate your residence to New Jersey. If you do not do so, you may be removed from your office, position, or employment.</p>		
Where did you learn of this position? <i>(please check one and explain):</i>		
<input type="checkbox"/>	Employee (name): _____	
<input type="checkbox"/>	Internet Website: _____	
<input type="checkbox"/>	School/College: _____	
<input type="checkbox"/>	Career Fair: _____	<input type="checkbox"/> Newspaper: _____
<input type="checkbox"/>	Agency (name): _____	<input type="checkbox"/> Other: _____
Have you ever applied to or worked for PVSC before? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please explain <i>(include dates)</i> :		
Do you have any relatives working for PVSC? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", state their name & relationship:		
Is there any other information you would like us to consider regarding your employment availability?		

## Education

Type of School	School Name	Location	Major	Degree	Graduate (yes/no)*
High School					
College					
Graduate School					
Business/Trade/ Vocational					

*\*If you expect to graduate within the next nine months, give month and year you expect to obtain your degree.*

List any other schools or training, including Armed Forces (give names and location):

List honors, awards and fellowships received:

Is there any other information you would like us to consider regarding your employment or availability?

Foreign Languages (fluent only):

Activities of Interest (hobbies, civic, athletic or other):

## Employment Experience

**List all prior employment on the following pages. Start with your current position and work back. Account for periods of unemployment in separate blocks in order of occurrence. Applicants are required to fill out this application completely and include employment history.**

May we contact your present employer regarding your character, qualifications and records of employment? If "no", please explain under "Reason for Leaving" for each employer listed below.

Yes

No

**REMINDER:** Start with your most recent employer.

**1**

Dates of Employment: From: _____ To: _____		Exact Title of Position:	
Place of Employment: <i>(name)</i>		Address: <i>(number &amp; street, city, state and zip)</i>	
Phone Number:		Position Type: <i>(Full/Part Time, Temporary, or Contract)</i>	
Number of Employees Supervised: <i>(if any)</i>		Name of Immediate Supervisor:	
Reason for Leaving:			
Description of Duties, Responsibilities and Accomplishments:			

**2**

Dates of Employment: From: _____ To: _____		Exact Title of Position:	
Place of Employment: <i>(name)</i>		Address: <i>(number &amp; street, city, state and zip)</i>	
Phone Number:		Position Type: <i>(Full/Part Time, Temporary, or Contract)</i>	
Number of Employees Supervised: <i>(if any)</i>		Name of Immediate Supervisor:	
Reason for Leaving:			
Description of Duties, Responsibilities and Accomplishments:			

**3**

Dates of Employment: From: _____ To: _____	Exact Title of Position:
Place of Employment: <i>(name)</i>	Address: <i>(number &amp; street, city, state and zip)</i>
Phone Number:	Position Type: <i>(Full/Part Time, Temporary, or Contract)</i>
Number of Employees Supervised: <i>(if any)</i>	Name of Immediate Supervisor:
Reason for Leaving:	
Description of Duties, Responsibilities and Accomplishments:	

**4**

Dates of Employment: From: _____ To: _____	Exact Title of Position:
Place of Employment: <i>(name)</i>	Address: <i>(number &amp; street, city, state and zip)</i>
Phone Number:	Position Type: <i>(Full/Part Time, Temporary, or Contract)</i>
Number of Employees Supervised: <i>(if any)</i>	Name of Immediate Supervisor:
Reason for Leaving:	
Description of Duties, Responsibilities and Accomplishments:	

Other employment: *(use additional sheets of paper if necessary)*

Licenses or certificates received: *(e.g., Wastewater Operator License, Boiler Operator License, etc.)*  
Please include level of license/certificate and state or licensing authority:

Please use this space to give additional information concerning your experience, education, computer skills or qualifications:

### References

List three persons who are not related to you and who have knowledge of your qualifications for the position for which you are applying. Do not repeat the names of supervisors you listed previously under the Employment Experience section.

#### First Reference

Full Name:	Occupation:
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Present Home or Business Address: *(number & street, city, state and zip)*

Phone Number(s):	Number of Years Known:
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#### Second Reference

Full Name:	Occupation:
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Present Home or Business Address: *(number & street, city, state and zip)*

Phone Number(s):	Number of Years Known:
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#### Third Reference

Full Name:	Occupation:
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Present Home or Business Address: *(number & street, city, state and zip)*

Phone Number(s):	Number of Years Known:
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## Equal Opportunity Employer

The Passaic Valley Sewerage Commission (PVSC) is an equal opportunity employer. Federal and State legislation prohibit discrimination because of age, race, creed, religion, national origin, ancestry, marital status, civil union status, domestic partnership status, sex, gender identity or expression, genetic information, atypical hereditary cellular or blood trait, nationality, affectional or sexual orientation, liability for military service or disability, subject to conditions and limitations applicable alike to all persons.

## Certification

I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment. I also recognize that any intentional false statements or omissions will be automatic grounds for dismissal. I understand that no representative of the Passaic Valley Sewerage Commission (PVSC) has the authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing, and that any such agreement to be enforceable, must be in writing and signed and approved by the PVSC Executive Director or its Commissioners. Further, I authorize the PVSC to verify any and all information contained herein, and to review my criminal and driving history, military, school and disciplinary records from any source.

I hereby certify that all information in this application and all documents attached are true and valid.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

**Please complete Employment Application and submit to:**

**Passaic Valley Sewerage Commission  
Attn: Human Resources Department  
600 Wilson Avenue  
Newark, NJ 07105  
PVSCHumanResources@pvsc.com**

Please attach any additional information you wish PVSC to consider.