



APPLICATION FOR EMPLOYMENT

County of Mercer
Office of Personnel
McDade Administration Building
640 South Broad Street PO Box 8068, Trenton, NJ 08650
<http://nj.gov/counties/mercer>

Brian M. Hughes
County Executive

Raissa L. Walker
Personnel Director

“An Equal Opportunity and ADA Employer”

APPLICANT INFORMATION

Name _____ **Social Security #:** _____ - _____ - _____
 Last Name First Name M.I. **Telephone Numbers:**

Permanent Address (PO Box not acceptable) **Home:** () _____

Number & Street Apt. # **Cell:** () _____

City County State Zip **E-Mail:** _____

POSITION INFORMATION

Position Applying For _____ **Type of Employment** FT PT

Salary Requirement _____

Have you ever been employed by the County? Yes No **If yes, when?** _____

Would you be interested in temporary employment? Yes No

QUESTIONNAIRE

- Can you provide proof of citizenship or authorization to work in the U.S. upon employment? Yes No
- Have you ever been discharged or asked to resign from any employment? Yes No (if yes, please explain)

- Have you ever used any other name(s) different from name listed above? Yes No (if yes, please explain)

- How were you referred to the County? (Check all that apply)
 County Website NJ Civil Service Commission Advertisement Employee _____
 Other: _____

EDUCATION

Provide high school, GED, college or other vocation and/or training schools which you attended.

Name of School	State	Dates Attended	Major Area of Study	Degree of License
High School				
GED				
Technical/Training School				
Undergraduate College				
Graduate College				
Doctorate				

LICENSES/CERTIFICATIONS

Provide all licenses and certifications relevant to the position you are applying for.

Name of License	Issuing Authority	License Number	Date Issued	Exp. Date

DRIVER'S LICENSE

Do you have a valid NJ Driver's License? YES NO _____

NJ Driver's License #

Do you have a valid NJ Commercial Driver's License (CDL) YES NO _____

Class

Endorsements

KNOWLEDGE AND ABILITIES

Check all that apply. Provide name of program if applicable.

Typing WPM _____ Word Processing _____ Database _____

Accounting _____ Web Design _____ Spreadsheet _____

Languages	Read	Write

Other abilities not listed:

EMPLOYMENT HISTORY

Starting with your present or most recent employer, list all full-time and part-time employment history.

1. Employer Name _____ Phone Number _____
Address _____ Dates of Employment _____
Title _____ FT/PT _____ # of hrs./wk. _____ Final Salary _____
Job Duties/Responsibilities _____
Reason for leaving _____

2. Employer Name _____ Phone Number _____
Address _____ Dates of Employment _____
Title _____ FT/PT _____ # of hrs./wk. _____ Final Salary _____
Job Duties/Responsibilities _____
Reason for leaving _____

3. Employer Name _____ Phone Number _____
Address _____ Dates of Employment _____
Title _____ FT/PT _____ # of hrs./wk. _____ Final Salary _____
Job Duties/Responsibilities _____
Reason for leaving _____

MILITARY EXPERIENCE

Are you a veteran? YES NO
Branch of Service _____ Rank _____ Specialty _____

Duties / Special Training: _____

Are you a surviving spouse or parent of a veteran? YES NO
(Civil Service Veterans Preference May Apply)

REFERENCES

Provide the names of three people (no relatives) that have known you at least five years.

Name	Address	Phone Number	Occupation

BACKGROUND CHECKS

The County of Mercer performs background checks on **all prospective employees**. A conviction will not automatically disqualify you from consideration for the position. Whether a conviction will disqualify an applicant depends on (1) the nature and gravity of the offense, (2) the nature of the job being sought, and (3) the length of time since the conviction and/or completion of the sentence. **During the interview phase, a false statement or omission will disqualify you from employment.**

SUBSTANCE ABUSE POLICY

The County of Mercer requires all offers of employment extended to applicants be conditioned on the applicant's ability to pass a pre-employment examination, which includes a drug screen. This shall also apply to transfer employees, former employees returning to County service via appeals, re-employment lists, and interim or temporary employees. Failure to pass pre-employment screening will result in withdrawal of a conditional offer of employment. Refusal to sign the appropriate release and consent forms for testing or failure to provide a valid specimen for testing will be regarded as a failed test, thereby rendering the applicant disqualified for employment. If an applicant has any questions regarding this Policy, additional information may be requested from the County of Mercer Personnel Department.

APPLICANTS SIGNATURE

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING BELOW.

I certify that all of the information provided by me in connection with my application is true and complete. I understand that any misstatement, falsification or omission of information shall be grounds for disqualification for employment or if hired, termination. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S. **I hereby authorize the County of Mercer to contact any of the persons or organizations referenced in this application. I authorize to give the County of Mercer all information concerning my previous employment, education, or any other pertinent information they might have with regard to any of the subjects covered by this application.**

SIGNATURE

DATE