

EMPLOYMENT APPLICATION*

**Completed application must have resume attached.*

Applicants for all positions will be considered without regard to race, creed, color, national origin, age, ancestry, nationality, marital, domestic or civil union partnership status, sex, gender identity or expression, disability, liability for military service, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic testing or refusal to submit to genetic testing, or any other category protected by federal, state or local law, rule or regulation. The Library is subject to the regulations of the New Jersey Civil Service Commission.

Date: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Position applied for: _____

How did you learn of this position? _____

Have you previously filed an application with the Ridgewood Public Library? ☐ Yes ☐ No

If yes, give date(s): _____

Have you previously been employed with the Ridgewood Public Library? ☐ Yes ☐ No

If yes, give date(s): _____

Please note when you are available to work: Hours: _____

☐ Full Time ☐ Part Time ☐ Weekends ☐ Evenings

Date you can start? _____

Salary/Wage desired? _____

Are you presently employed? ☐ Yes ☐ NoIf yes, may we contact your present employer? ☐ Yes ☐ NoAre you legally authorized to work in the United States*? ☐ Yes ☐ No

* You will be required to provide evidence of such status upon employment.

CERTIFICATION/AUTHORIZATION

I certify that the answers provided by me herein are true, complete and accurate. I have left no question blank, intentionally vague or otherwise in an effort to mislead the Ridgewood Public Library (the "Library") or otherwise provide inaccurate or incomplete answers. I understand that if the Library determines that I have included false, inaccurate, misleading or incomplete answers to any question or questions herein either before or after my employment begins, the application process will end and if already employed, my employment may be terminated.

False, incomplete or misleading answers to questions throughout the interview process, will be grounds for ending the application process, and if already employed, my employment may be terminated.

I authorize investigation of all statements contained in this application as determined necessary by the Library. I authorize the Library to make inquiries of any of my former employers or other sources as to my experience, character, habits or reasons for leaving and authorize such persons, companies and the Library to release such information without liability.

I understand that if employed by the Library, my employment is for no set period of time and may be terminated by me or the Library at-will, with or without cause or notice except the Library shall comply with all federal and state legal requirements, as well as New Jersey Civil Service Rules and Regulations and union bargaining agreements, requiring notice and an opportunity to be heard in the event of discipline or dismissal. Nothing in this application or elsewhere may change this status except a written document signed by the Library Director or the Library Board.

Applicants may be subject to additional testing, including a full background check by the Ridgewood Police Department prior to hire. Applicants that are subject to a background check will be provided with information pursuant to the Fair Credit Reporting Act. In addition, applicants may be required to take a drug and alcohol test after a conditional job offer has been made.

Signature of Applicant

Date