



County of Bergen

Application for Employment

Department of Administration and Finance
Division of Personnel
One Bergen County Plaza · Room 321
Hackensack, New Jersey 07601-7076

The County of Bergen is an Equal Opportunity Employer and will not discriminate against an applicant or employe on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran status, genetic information, or any other protected basis under federal, state, or local law.

APPLICANT INFORMATION

Full Name		Social Security Number	
Address	City	State	Zip Code
Phone Number	E-mail		
Person to Notify in Case of Accident or Emergency			
Name	Address	Phone Number	Relationship to You

POSITION INFORMATION

Position of Interest	Type of Employment <i>Check all that apply.</i> <input type="checkbox"/> Full Time <input type="checkbox"/> Per Diem <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern/Volunteer	
Can you work any assigned shift? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you available weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you available holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No
Earliest Available Start Date		

GENERAL INFORMATION

Can you provide proof of citizenship or authorization to work in the U.S. upon employment? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Were you ever employed by the County of Bergen? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide date(s).	
Have you ever applied to the County of Bergen before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide date(s).	
Are you related to anyone currently working for the County of Bergen? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, indicate name and relationship.	
Have you used any other name(s) different from the name listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name(s).	
How were you referred to the County of Bergen? <i>Check all that apply and specify where appropriate.</i>		
<input type="checkbox"/> County of Bergen Website <input type="checkbox"/> Advertisement	<input type="checkbox"/> Employee(s) <input type="checkbox"/> Social Media	<input type="checkbox"/> NJ Civil Service Commission <input type="checkbox"/> Other _____

REQUIREMENTS

You are only required to answer questions on this page relevant to the requirements stated in the job specification and/or job posting for which you are applying. If a question is not applicable, you may write N/A.

EDUCATION

List all high school, vocational training schools, colleges, universities, or graduate schools which you have attended.

Name	Dates Attended	Graduate	Major Area of Study	Degree or License
	From: To:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From: To:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From: To:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From: To:	<input type="checkbox"/> Yes <input type="checkbox"/> No		

LICENSES / CERTIFICATIONS

Relevant to the position for which you are applying.

Name of License	Issuing Authority (State/Other Authority)	License Number	Date Issued	Expiration Date

DRIVER'S LICENSE

Relevant to the position for which you are applying.

Do you have a valid NJ Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		NJ Driver's License Number	
Do you have a valid NJ Commercial Driver's License (CDL)? <input type="checkbox"/> Yes <input type="checkbox"/> No		Class	Endorsements
If your driver's license has ever been suspended, list the suspension date(s).			

KNOWLEDGE AND ABILITIES

Summarize special skills and qualifications acquired from employment or other experiences, including technology.

<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Microsoft Outlook	<input type="checkbox"/> Web Design
<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Database	<input type="checkbox"/> Other _____
<input type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> Spreadsheet	

FOREIGN LANGUAGE ABILITY (OPTIONAL)

If there are any foreign languages, including sign languages, in which you are proficient enough to communicate on the job, and are willing to use on the job (now and in the future), please list them.

EMPLOYMENT EXPERIENCE

Starting with you present or most recent employer, list all full-time and part-time employment history for the past ten years. Any misstatement, falsification, or omission of information shall be grounds for refusal to hire or if hired, termination. Please note that a resume will be required to be submitted alongside this application.

Employer Name	Phone / Address	Length of Employment	Job Duties	Supervisor	Reason for Leaving
1.		From: To:			
2.		From: To:			
3.		From: To:			
4.		From: To:			
5.		From: To:			

MILITARY EXPERIENCE

Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	Branch of Service	Rank	Specialty
Duties / Special Training			
Are you a surviving spouse or parent of a veteran? (Civil Service Veterans Preference may apply) <input type="checkbox"/> Yes <input type="checkbox"/> No			

REFERENCES

Provide the names of three people (not relatives) that have known you for at least one year, who can attest to your character, job skills, knowledge, and/or abilities.

Name	Phone Number	Occupation	Relationship to You	Years Known
1.				
2.				
3.				

LEGAL HISTORY

In accordance with the "Opportunity to Compete Act," effective March 1, 2015, the County of Bergen no longer asks about a prospective employee's criminal history during the initial employment application process, except for certain positions where the law permits or requires the County to do so. **Unless you are applying for a position in law enforcement, corrections, or emergency management, or are specifically advised otherwise by a representative of the County, please DO NOT complete the following section at this time. Additionally, applicants for law enforcement positions, including Public Safety Telecommunicators, are required to disclose ALL ARRESTS, CONVICTIONS, AND EXPUNGEMENTS.**

Have you ever been convicted of or pled guilty to a crime, misdemeanor, disorderly person's offense or other offense (other than a parking ticket) in New Jersey or elsewhere, which has not been expunged? <input type="checkbox"/> Yes <input type="checkbox"/> No	If your answer is yes, give the date and nature of each offense, the name and location of the court, and the disposition of the case.
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All applicants, please note: If you are not required to disclose your criminal history on this application, upon completion of the initial employment application process, the County will require that you do so at that time. Additionally, the County will conduct a criminal background check on all applicants who are conditionally offered employment. Except in limited circumstances, a conviction will not automatically disqualify an applicant from consideration for the position, rather, the County will consider: (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. Any false statement or omission during this process will disqualify you from employment.

DRUG & ALCOHOL POLICY

The County of Bergen is a Drug-Free Workplace. The County requires all offers of employment extended to applicants whose job duties require that they hold a Commercial Driver's License (CDL), performing safety sensitive functions as defined by the Federal Highway Administration and Federal Transit Administration, Department of Transportation (DOT) regulations, are conditioned on the applicant's ability to pass a DOT mandated pre-employment physical examination, which includes a drug screen. This applies to transfer employees, former employees returning to County service, including via appeals or re-employment lists, and temporary employees whose job duties require a CDL. This also applies to any employee driving a County vehicle or in a safety sensitive position as defined by the County. The County also requires all prospective employees to pass the County's pre-employment drug screen, including a urinalysis and drug screen. Failure of any prospective employee 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 from employment. If an applicant has any questions regarding this Policy, additional information may be requested from the County of Bergen Division of Personnel.

UNDERSTANDING AND ACCEPTANCE

I certify that all the information provided by me in connection with this application is true and complete to the best of my knowledge. In the event of my employment, I understand that false or misleading information given in my application or interview(s) may result in my discharge. I understand that as a condition of employment, I will be required to pass the County's pre-employment physical, drug and background check, and any future physical examinations or drug or background checks required by the County. I hereby authorize the County to contact my former employers, and/or other reference sources, as part of the evaluation of my application for employment, and I hereby release such reference sources from any liability for the consequences of any information they may release to the County. I understand that this application is not and is not intended to be a contract of employment. I also agree, upon termination of employment, to return any County property issued to me, or to allow reasonable value of same to be deducted from my wages or to pay the replacement cost of same to the County before my final check will be released to me.

Signature of Applicant

Date of Application

Equal Employment Opportunity

Voluntary Employee Demographic Information

*The Federal Equal Employment Opportunity Commission requires organizations with 100 or more employees to complete an EEO-4 report each year. The County of Bergen invites you to self-identify gender and race/ethnicity. Completion of this form is **VOLUNTARY** and will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for EEO-1 reporting purposes and will be kept separate from all other personnel records only accessed by the Division of Personnel and Affirmative Action Office.*

Name

Position Applied For

How did you learn about this position?

What is your gender?

- Male
- Female
- Undesignated or Non-Binary
- Prefer Not to Answer

What is your race/ethnicity? *Please mark the box that describes the race/ethnicity category with which you primarily self-identify. If you identify as two or more race/ethnicity categories, please select all that apply.*

- White (not Hispanic or Latino) *A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.*
- Black or African American (not Hispanic or Latino) *– A person having origins in any of the black racial groups of Africa.*
- Hispanic or Latino *– A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.*
- American Indian or Alaska Native (not Hispanic or Latino) *– A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.*
- Asian (not Hispanic or Latino) *– A person having origins in any of the original peoples of the far East, Southeast Asian, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.*
- Native Hawaiian or Other Pacific Islander (not Hispanic or Latino) *– A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.*
- Two or More Races (not Hispanic or Latino) *– All persons who identify with more than one of the above five races.*
- Prefer Not to Answer

Signature

Date Completed

Thank you for your participation.