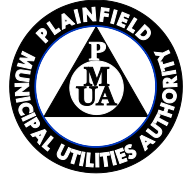


# PMUA



Plainfield Municipal Utilities Authority • 127 Roosevelt Avenue; Plainfield, NJ 07060 • Tel: (908) 226-2518 • Fax: (908) 226-1683

## EMPLOYMENT APPLICATION

Applicants are considered for employment without regard to race, religion, color, national origin, sex, age marital status, veteran status or the presence of a disability.

### PLEASE PRINT

Name (Last, First, Middle)			Application Date	
Mailing Address		City	State	Zip
Home Telephone ( )	Cell Telephone ( )	Alternate Telephone ( )	E-mail address	
Are you legally eligible for employment in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Proof of eligibility will be required upon employment</i>		Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Position(s) Applied For:	Date Available:	Salary Requirement \$ _____ per
Employment Seeking: Full-Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Are you available and willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How did you learn about this position? (Please identify referral source) <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend* <input type="checkbox"/> Relative* <input type="checkbox"/> Other *Please provide name _____	Veteran of U.S. Military? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been previously employed by the PMUA ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide dates: From _____ to _____	Do you have reliable transportation to and from work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you related to a current PMUA employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name _____	Do you agree to abide by the PMUA rules? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If an essential function of the position, are you able to sit and perform the required duties at a computer terminal continuously throughout the work day? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If No, please explain		
If an essential function of the position, are you able to perform physical labor often under adverse climatic conditions to include stooping, bending, squatting and lifting continuously throughout the work day? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If No, please explain.		

# EMPLOYMENT EXPERIENCE

(Must be completed)

Start with your present or last position				
<b>1.</b>	Employer:	Date Employed		Described Work Performed
		From	To	
	Address:			
	Job Title: <span style="float: right;">Telephone No.</span>	Hourly Rate/Salary		
		Start	Final	
	Supervisor Name & Title:			
Reason for Leaving:				
<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>2.</b>	Employer:	Date Employed		Described Work Performed
		From	To	
	Address:			
	Job Title: <span style="float: right;">Telephone No.</span>	Hourly Rate/Salary		
		Start	Final	
	Supervisor Name & Title:			
Reason for Leaving:				
<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>3.</b>	Employer:	Date Employed		Described Work Performed
		From	To	
	Address:			
	Job Title: <span style="float: right;">Telephone No.</span>	Hourly Rate/Salary		
		Start	Final	
	Supervisor Name & Title:			
Reason for Leaving:				
<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				

## SKILLS, KNOWLEDGE & ABILITIES (List type and length of experience in years where applicable)

<input type="checkbox"/> Typing (WPM) _____	<input type="checkbox"/> Switchboard	<input type="checkbox"/> Drafting	<input type="checkbox"/> Bull Dozer
<input type="checkbox"/> Personal Computer	<input type="checkbox"/> Filing	<input type="checkbox"/> Auto Cad	<input type="checkbox"/> HVAC
<input type="checkbox"/> Software (List)	<input type="checkbox"/> Cashier	<input type="checkbox"/> Dispatching	<input type="checkbox"/> Welding
<input type="checkbox"/> MS Word	<input type="checkbox"/> General Accounting	<input type="checkbox"/> Truck Driver - Roll Off	<input type="checkbox"/> Plumbing
<input type="checkbox"/> MS Power Point	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Truck Driver - Tractor Trailer	<input type="checkbox"/> Electrical
<input type="checkbox"/> MS Excel	<input type="checkbox"/> Microfilm	<input type="checkbox"/> Backhoe – Loader	<input type="checkbox"/> Carpentry
<input type="checkbox"/> Dictaphone	<input type="checkbox"/> Programming	<input type="checkbox"/> Grader	<input type="checkbox"/> Concrete Work
<input type="checkbox"/> Calculator	<input type="checkbox"/> Languages (List)	<input type="checkbox"/> Trencher	<input type="checkbox"/> Other (List)
<input type="checkbox"/> Others: (List)	_____	_____	_____
_____	_____	_____	_____

**EDUCATION** (Circle highest level attained)

<input type="checkbox"/> <b>Grade School</b>	<input type="checkbox"/> <b>High School</b>	<input type="checkbox"/> <b>College</b>	<input type="checkbox"/> <b>Graduate</b>
Name of High School	Location	Major	Degree
Name of College	Location	Major	Degree
Name of Graduate School	Location	Major	Degree
Name of Vocational School	Location	Major	Degree

**List formal or other specialized training programs attended**

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**PROFESSIONAL REFERENCES**

Name	Occupation	Address	Phone Number

**RELEASE STATEMENT**

**Please read carefully. You are required to sign this release as part of your application.**

I certify that all information provided on this application is true and complete to the best of my knowledge, and I further understand that if hired, I will be required to provide documentation showing authorization to work in the United States.

I understand that any false statements or omission of information in this application will be sufficient cause for disqualifying my application from consideration or for discharge if hired. I further understand that the Plainfield Municipal Utilities Authority ("PMUA") may conduct a criminal and/or other job-related background investigation and/or conduct a reference check on my employment history (except as limited by me).

If accepted for employment, I understand that while the PMUA make every effort to provide steady employment, the PMUA has no employment contracts, and cannot guarantee the permanence of any position. I further understand that job tenure can be affected by many factors, including economic conditions, changes in law, PMUA policies, conformity to work rules, job performance, etc.

**This is to certify that I have read, understand and agree with all items listed in this Release Statement.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Received by Human Resources**

This application will remain on file for one (1) year. If you wish to be considered for another position you may contact the Human Resources Department at (908) 226-2518. Applicants needing accommodations due to a disability, in connection with applying for a position, should contact Human Resources.