



Township of Randolph General Instructions for Fillable Forms

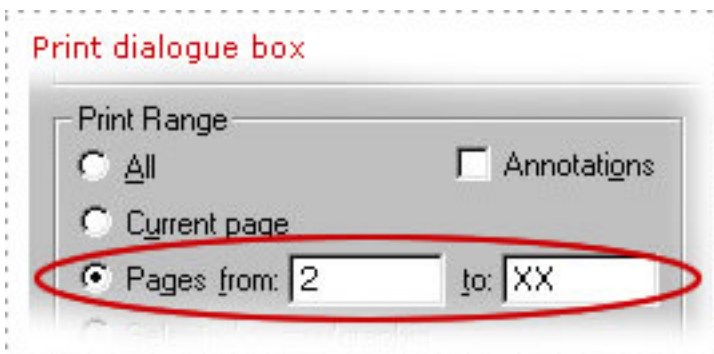
Please note that a fillable form is **NOT** the same as electronic filing and it is not possible to electronically submit a form—you must print it out after entering the information. If the form requires a signature, Randolph must receive the form with an original signature.

IMPORTANT: The free Adobe Reader software cannot save the form with the fill-in data for use at a later time. You can, however, save a blank fillable form for future use. To do this, return to the page containing the link to this form. Instead of clicking on it as you would normally do, right-click and select Save Target As/Save Link As from the pop-up menu which appears. See the “Helpful Hints” section on our [Online Forms](#) page for more information.

- After reading through these instructions, proceed to the first page of this form. Once it’s displayed in your browser window, position the hand pointer inside a form field and click. The hand pointer changes to an I-beam in fields where entering text is permitted.
- Enter your information and then press Tab on your keyboard to go to the next field. You may also use your cursor to move from field to field. Place your cursor in the field you want to fill in and click.
- Once you have filled out the entire form and are ready to print it out, be sure to make note of how many copies you will need. Some forms must be submitted to more than one department and it is recommended you print an additional copy for your records.
- Make sure the cursor is not inside a form field before printing the form. To do this, use the mouse to click in an area of the form where there are no fields (i.e., click your mouse on the Randolph logo).
- Do **NOT** use your web browser’s print function. Instead, use the print button at the left of the Adobe Reader tool bar, which appears immediately above the viewing window.



- Clicking on the print button launches a print dialogue box which gives you several options, including the option to print the entire document or specify a range of pages to print.



Since there is no need to include this instruction page when you print out or submit the form to the Township, we suggest you specify a print range beginning with Page 2 through to the last page of this form.

Caveat: In situations where you need more room than provided for entering information into a field, you will have to attach your

own supplemental information to the printed form. If you can’t see what you’ve entered into a field in its entirety, that means it won’t be visible when printed either.



Township of Randolph
 502 Millbrook Avenue
 Randolph, NJ 07869-3799
 (973) 989-7100

Pre-Employment Application

FOR OFFICIAL USE ONLY	
Date Rec'd	
Department	
Interview	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date	
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Applicant Information		
Full Name (First, Middle, Last)		Social Security #
Present Address (Street, Town, State, Zip)		
Home Telephone #	Cell Telephone #	E-Mail Address
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Proof of citizenship or authorization to work in the United States will be required upon hire.)</i>		Driver's License # State
Position(s) applying for:		
Were you previously employed by us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____	If your application is considered favorably, on what date will you be available to start work? _____	
Do you have any special skills or qualifications which will be of benefit in the position for which you are applying?		

Record of Education													
	Elementary School		High School		College/University		Other						
School Name													
Location													
Last Year Completed	5	6	7	8	9	10	11	12	1	2	3	4	
Did you graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Specify Degree or Certification Received													

Employment History (Start with your current or most recent job and continue on page 2)			
Employer #1	Name of Company		Type of Business
	Address		Telephone #
	Job Title		Supervisor
	Employment Dates		Starting/Ending Salary
	Work Performed		
	Reason for Leaving		



**Township of Randolph
 Planning & Zoning
 502 Millbrook Avenue
 Randolph, NJ 07869-3799
 (973) 989-7080**

Pre-Employment Application
continued

Employment History (continued)

Employer #2	Name of Company		Type of Business	
	Address		Telephone #	
	Job Title		Supervisor	
	Employment Dates	Starting/Ending Salary	/	
	Work Performed			
	Reason for Leaving			
Employer #3	Name of Company		Type of Business	
	Address		Telephone #	
	Job Title		Supervisor	
	Employment Dates	Starting/Ending Salary	/	
	Work Performed			
	Reason for Leaving			

If there is a particular employer you do not wish us to contact, please indicate which one(s)	1 2 3
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Personal References (No former employers or relatives please)

Name	Address	Telephone #

Applicant's Statement

I hereby authorize the Township of Randolph to contact, obtain and verify the accuracy of information contained in this application from all previous employers (except where I have indicated they may not be contacted), educational institutions and references. I also hereby release the Township of Randolph and its representatives from all liability for seeking, gathering and using such information to make employment decisions and all other persons or organizations for providing such information.

I certify that the facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on the application may result in my dismissal. I further understand that this application is not nor is it intended to be a contract of employment, nor does this application obligate the Township of Randolph in any way if the Township decides to employ me. I understand and agree that my employment is at will and can be terminated by either party with or without notice, at any time, for any reason. No one other than the Township Manager has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by the Township Mgr.

 Signature of Applicant