

# APPLICATION FOR EMPLOYMENT

Abilities of Northwest Jersey, Inc. ("Abilities") is an equal employment opportunity employer and employs individuals based upon job qualifications regardless of race, color, creed, religion, sex, ancestry, genetic testing, sexual orientation or affectation, age, veteran or military status, marital status, national origin, disability, atypical heredity cellular or blood trait or any other protected classification as established by applicable laws.

**PERSONAL INFORMATION**

Date: \_\_\_\_\_

Name:

\_\_\_\_\_

Last

First

Middle

Present Address:

\_\_\_\_\_

Street

City

State

Zip

Phone No: \_\_\_\_\_

Referred by: \_\_\_\_\_

Have you ever been known by any other name(s)? If so, please list: \_\_\_\_\_

Were you previously employed by Abilities?  Yes  No

Are you over 18 years of age?  Yes  No

Are you authorized to work in the United States?  Yes  No

*[Proof of your right to work in the United States will be required to be provided within 3 days of hire if an offer of employment is made.]*

Have you ever been convicted of a crime, excluding minor traffic offenses? (Convictions, which are sealed, expunged or statutorily eradicated, need not be listed)  Yes  No

*Note: Subject to N.J.S.A. §60:6D-63, a conviction will not necessarily be a bar to employment. The nature of the offense, date of the offense and surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.*

**EMPLOYMENT DESIRED**

Position Desired

Direct Care

Clerical

Job Coach

Driver

Counselor

Maintenance/Warehouse

Professional

Administrative

Date Available to Start: \_\_\_\_\_

Salary Desired: \_\_\_\_\_

Schedule Desired  Full-Time

Part-Time

If Part-Time, specify days and hours \_\_\_\_\_

For positions requiring driving: Do you possess a valid NJ or PA Drivers License?  Yes  No

Do you possess a CDL License?  Yes  No

**RECORD OF EDUCATION**

School	Course of Study	Check Last Year Completed				Did you Graduate?	List Diploma or Degree
		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4		
High		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____	
Graduate		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____	
Other (Specify)		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____	

Please describe additional skills, training or ability you would like to have us consider in evaluating your qualifications.

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Briefly describe your employment goals:

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EMPLOYMENT HISTORY – (LIST IN ORDER, LAST OR PRESENT EMPLOYER FIRST)

DATES		NAME, ADDRESS, TELEPHONE NUMBER OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
FROM	TO		START	FINISH		
					MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF NOT, WHY?
DESCRIBE IN DETAIL THE WORK YOU DID.						
DATES		NAME, ADDRESS, TELEPHONE NUMBER OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
FROM	TO		START	FINISH		
					MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF NOT, WHY?
DESCRIBE IN DETAIL THE WORK YOU DID.						
DATES		NAME, ADDRESS, TELEPHONE NUMBER OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
FROM	TO		START	FINISH		
					MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF NOT, WHY?
DESCRIBE IN DETAIL THE WORK YOU DID.						
DATES		NAME, ADDRESS, TELEPHONE NUMBER OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
FROM	TO		START	FINISH		
					MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF NOT, WHY?
DESCRIBE IN DETAIL THE WORK YOU DID.						

REFERENCES

Name 3 persons, *other than immediate family members or previous employers*, whom you have known for at least one year and who can serve as a character reference for you.

Name:	Address and Daytime Telephone #	How do you know this reference?

**APPLICANT’S STATEMENT (PLEASE READ AND SIGN THE STATEMENT BELOW)**

I certify that the information provided by me in this application is accurate and complete to the best of my knowledge and belief, and agree that such information may be investigated by Abilities at any time. I understand that any false statement or misrepresentation of the facts called for in this application or in the hiring process will be cause for rejection of my application or dismissal from employment at any time.

I authorize and request all of my present and former employers and those whom I have listed as references to furnish Abilities, either orally or in writing, with any and all information they may have concerning my employment, including all attendance records, performance evaluations, disciplinary records, rates of pay, reasons for leaving, and other information pertinent to my qualifications for employment. I hereby release them and Abilities from any and all claims and liability for damage of every nature and kind arising from the furnishing of the requested information.

**(Note:** Your present employer will only be contacted with your consent or after you have given notice of resignation.)

I further authorize and agree to be fingerprinted in accordance with N.J.S.A. 30:6D-63 to 72 to determine that no criminal history record exists on file in the Federal Bureau of Investigation Identification Division, or the State Bureau of Identification in the Division of State Police.

I further understand that if I receive an offer of employment, my employment is subject to, and conditioned upon: (1) Abilities’ investigation of the work and personal references I have provided; (2) all criminal history and background checks applicable to the position for which I am applying; and (3) the provision of my fingerprints, if applicable to the position for which I am applying. I understand and agree that if I do not comply with any of the foregoing, or Abilities is not satisfied with the results of same, any offer of employment will be rescinded.

**In consideration of my employment, I agree to comply with the policies, rules, regulations and procedures of Abilities. I further understand and agree that, if hired, I will be an employee-at-will, and my employment can be terminated with or without cause, or with or without notice, at any time, at the option of either Abilities or myself.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please return to:  
Abilities of Northwest Jersey, Inc.  
Attn. HR Director  
PO Box 251  
264 Route 31 North  
Washington, NJ 07882

Fax – 908-689-6363 or email to [michele@abilitiesnw.com](mailto:michele@abilitiesnw.com)

**APPLICANT'S NAME:** \_\_\_\_\_

I hereby give Abilities of Northwest Jersey, Inc. the right to make a thorough investigation into my previous employment, education, references, character, general reputation, mode of living, and all statements made by me in connection with my application for employment. I release from all liability all persons, companies, corporations, and agencies supplying such information.

I understand that upon my written request, Abilities will disclose information about the nature and scope of the information requested in this investigative consumer reporting within five days after receipt of my request.

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APPLICANT'S SIGNATURE/DATE