



VOLUNTEER APPLICATION

NOTICE OF EQUAL EMPLOYMENT OPPORTUNITY: The Borough of Highland Park, in compliance with state and federal anti-discrimination laws, offers equal employment opportunity without regard to the applicant’s race, color, religion, gender, age, national origin, disability, sexual or affectional orientation, veteran status, or marital status. The Borough commitment to equal opportunity extends to all terms and conditions of employment. Please note, this application is considered to be inactive after six (6) months. To be considered beyond that time, re-application is required.

(PLEASE PRINT CLEARLY)

PERSONAL					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Volunteer Position Applied for					
Are you legally eligible for employment in the U.S.A.? <i>(If hired, you are required to submit proof of your eligibility to work in the U.S.A.)</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you over the age of eighteen? (If no, hire is subject to verification that you are of minimum legal age)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you been convicted of a crime or entered a guilty plea in a criminal court?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
<p>Note: This question seeks information about your criminal record, not your traffic offenses, or civil litigation. Do not answer “Yes” if your conviction or plea has been pardoned, annulled, expunged, sealed, or impounded by the court. A criminal record does not disqualify you from volunteering but will be considered in determining whether your background is appropriate for the particular position sought. You may, therefore be required to provide additional information or agree to further investigation of your criminal record as a condition of employment.</p>					
If “Yes”, State the offense for which you were convicted or to which you pled guilty and the date and place of your conviction or plea:					
Name of offense:					
Date of conviction or plea:					
Place of conviction or plea:					

REFERENCES			
<i>Please list three personal references (not former Employers or Relatives)</i>			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

PLEASE READ & SIGN BELOW			
<p>I represent that the information provided in my application is true, complete, and correct. I acknowledge that in the event the Borough determines that the information I have provided is false, incomplete, or incorrect, my application will not be considered. I acknowledge that this application is not a contract of employment and does not obligate the Borough in any way. I agree that, as a condition of being considered for volunteer work, I will execute an Authorization for Release of Background information.</p>			
Signature		Date	