

# **TOWNSHIP OF HANOVER**

## **APPLICATION FOR EMPLOYMENT**

**BEFORE ANSWERING ANY QUESTIONS, PLEASE READ ALL  
DIRECTIONS  
AND INSTRUCTIONS CAREFULLY.**

**Township Of Hanover  
P.O. Box 250  
1000 Route 10  
Whippany, NJ 07981**

**Office of the  
BUSINESS ADMINISTRATOR  
& TOWNSHIP CLERK**

**PH: 973-428-2466  
FAX: 973-428-4374**

**TOWNSHIP OF HANOVER  
EMPLOYMENT GUIDELINES**

**BEFORE COMPLETING THE ACCOMPANYING APPLICATION FOR  
EMPLOYMENT,  
PLEASE READ THE FOLLOWING INSTRUCTIONS AND STATEMENTS**

1. To be considered for employment, all questions on the application must be answered.
2. The application requires that you provide the Township with the names, addresses and telephone numbers of four (4) prior work related managers or supervisors who can verify prior employment and rate your performance.
3. The application process may require one or more interviews with Township officials.
4. An individual hired by the Township is required to complete a six (6) month probationary period and attain a satisfactory job performance evaluation.
5. Individuals applying for clerical, accounting, secretarial and/or administrative positions may be required to take a one (1) hour written comprehensive skills test which includes punctuation, vocabulary, filing, reading skills, grammar and spelling. A five (5) minute typing test may also be required. You must advise the Township Administrator, within three (3) business days upon submission of this application, if, as a result of a disability, you will need a reasonable accommodation in taking the tests.
6. Individuals applying for Public Works Department positions are advised that a Commercial Driver License (CDL) is a pre-requisite. However, if an individual is selected for a position and does not have the CDL, he/she will be required to obtain a license prior to the completion of the six (6) month probationary period. Failure to obtain the CDL may be grounds for immediate termination upon completion of the six (6) month probationary period.

7. In accordance with the Federal Guidelines dealing with the "American's With Disabilities Act", the Township's application asks whether or not you are capable of performing the specific job related functions for the position which you have applied, with or without reasonable accommodation.

8. If you receive a conditional job offer, the Township requires that as a pre-condition to employment, a complete medical examination including a back-spinal exam will be necessary. The Township reserves the right to withdraw the conditional job offer and reject employment if the medical examinations determine that the job functions of the position cannot be performed with reasonable accommodation.

9. In compliance with the Hanover Township Employee Drug Screening Policy and Procedures, applicants receiving conditional offers of employment are also required to take a pre-employment urine analysis. A pre-employment drug-screening test is required of any individual who will be involved in the operation of power equipment and/or any machinery or equipment that could pose a threat to other employees or to the prospective employee if misused. No applicant applying for a safety sensitive position who refuses to be tested shall be extended an offer of employment. The Township reserves the right to withdraw a conditional job offer if the prospective employee receives a positive drug test result.

10. In accordance with the Civil Rights Act of 1964, and regulations governing affirmative action, equal employment opportunity and the Federal American's With Disability Act of 1990, the Township prohibits discrimination in employment and ensures that all applicants are recruited, employed and treated without regard to their age, race, color, creed, national origin, religion, ancestry, marital or veteran status, sex, affectional or sexual orientation or the presence of a non-job related medical condition or disability or any other legally protected status.

11. Your application for employment shall be considered active for a period of time not to exceed forty-five (45) calendar days. Any applicant wishing to be considered for employment beyond this time period should ask the Township Administrator as to whether or not applications will be accepted at that time.

12. Applicants must sign an Acknowledgement Statement on page one (1) of the application which indicates that the applicant understands that, unless otherwise defined by law, any employment relationship with the Township is of an "at will" status. This means that the employee has the right to resign at any time, and that the employer, that is, the Township of Hanover, may discharge an employee at any time with or without cause. The "at will" employment relationship may not be changed by any written document, or by conduct unless such change is specifically authorized in writing by resolution of the Township Committee.

13. False or misleading information or the submission of any false or misleading documents provided in or with the application, or as part of any interview, may result in the discharge of the person should he/she be employed by the Township.

14. Prospective employees are also required to conduct themselves in a professional and courtesy manner in their relationships with other employees and especially the public which they serve. Employees shall comply with all the rules, regulations and ordinances of the Township.

**SHOULD YOU HAVE ANY QUESTIONS OR REQUIRE A CLARIFICATION OF  
ANY  
ITEM, PLEASE ASK BEFORE SIGNING THIS DOCUMENT**

I, \_\_\_\_\_, DO HEREBY ACKNOWLEDGE THAT I  
HAVE READ AND UNDERSTAND ALL OF THE INSTRUCTIONS AND STATEMENTS  
SET FORTH ABOVE.

**RETURN THIS SIGNED FORM WITH THE FULLY COMPLETED AND  
SIGNED APPLICATION. A COPY OF THIS FORM WILL BE GIVEN  
TO YOU IF YOU LIKE.**

**TOWNSHIP OF HANOVER  
APPLICATION FOR EMPLOYMENT**

**ACKNOWLEDGEMENT STATEMENT AND WAIVER**

I certify that to the best of my knowledge, the information contained in this application and the answers given by me are true and complete. Furthermore, I give Hanover Township authorization to investigate all of the statements made in this application as may be necessary in arriving at a decision to employ me.

**I FULLY UNDERSTAND THAT NOTHING SET FORTH IN THIS EMPLOYMENT APPLICATION, OR IN THE GRANTING OF AN INTERVIEW(S) IS/ARE INTENDED TO CREATE AN EMPLOYMENT AGREEMENT BETWEEN MYSELF AND THE TOWNSHIP FOR EITHER EMPLOYMENT, OR THE PROVISION OF ANY BENEFITS. I ALSO ACKNOWLEDGE THAT UNLESS OTHERWISE DEFINED BY LAW, ANY EMPLOYMENT RELATIONSHIP WITH HANOVER TOWNSHIP IS CLASSIFIED AS AN "AT WILL" NATURE, WHICH MEANS THAT I MAY RESIGN AT ANY TIME AND THAT THE TOWNSHIP MAY DISCHARGE ME AS AN EMPLOYEE AT ANY TIME, WITH OR WITHOUT CAUSE. I UNDERSTAND THAT NO PROMISE, REPRESENTATION, OR AGREEMENT CONTRARY TO THE FOREGOING IS BINDING ON THE TOWNSHIP UNLESS IT IS AUTHORIZED BY WRITTEN RESOLUTION OF THE TOWNSHIP COMMITTEE.**

In the event I am employed by the Township, and it is discovered that I have provided false or misleading information on the application or in the interview(s), I may be liable to disciplinary action including termination. I further accept and acknowledge that I am required to abide by all the rules, regulations and ordinances of the Township should I be employed.

Lastly, I understand that the Immigration Reform and Control Act of November 6, 1986 requires that I provide the Township with legal proof of my residency and/or citizenship. I am fully aware that should I fail to provide such proof, I may be subject to termination.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date Signed

**PLEASE NOTE:** Your application for employment shall be considered active for a period of time not to exceed forty-five (45) calendar days. Any applicant wishing to be considered for employment beyond this time period should ask the Township Administrator's office as to whether or not applications will be accepted at that time.

## APPLICATION FOR EMPLOYMENT QUESTIONNAIRE

In accordance with the Civil Rights Act of 1964, and regulations governing affirmative action, equal employment opportunity and the Federal Americans With Disabilities Act of 1990, the Township prohibits discrimination in employment and ensures that all applicants are recruited, employed and treated without regard to their age, race, color, creed, national origin, religion, ancestry, marital or veteran status, sex, affectional or sexual orientation or the presence of a non-job related medical condition or disability or any other legally protected status.

Date of Application \_\_\_\_\_

**PLEASE PRINT**

Position(s) applied for: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle

Current Address: \_\_\_\_\_  
Number Street City State Zip Code

Home Phone: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

If you lived at another address for at least 10 years, please provide address & length of time at address:

\_\_\_\_\_  
\_\_\_\_\_

Are you at least 18 years of age?  Yes  No

Can you furnish a work permit?  Yes  No

If not, employment is subject to verification that you are of minimum legal age and able to supply any required work permit.

Veteran of the US military service?  Yes  No If yes, \_\_\_\_\_  
Branch of Service

Are you employed now:  Yes  No

If yes, may we contact your present employer?  Yes  No

Are you authorized to work in the United States?  Yes  No  
(Proof of citizenship or immigration status may be required upon employment.)

On what date would you be available for work? _____
Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time
<input type="checkbox"/> Shift Work <input type="checkbox"/> Seasonal

Are you on a lay-off and subject to recall?  Yes  No

Can you travel if this job requires it?  Yes  No

Do you possess a valid New Jersey Driver License?  Yes  No

License # \_\_\_\_\_

If you answered NO, is your driver license privilege either suspended or revoked and, if suspended, for how long? PLEASE EXPLAIN:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If the job for which you applied required driving, and you are on the suspended or revoked list, your application for employment may not be considered.
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If you are applying for a Department of Public Works position, do you possess a valid Commercial Driver License (CDL)?  Yes  No

Class A  or Class B

If yes, please State License No. \_\_\_\_\_.

Have you been convicted of a crime within the last 10 years?  Yes  No

**Conviction will not necessarily disqualify an applicant from employment. However, false or misleading information provided in this application, or as part of any interview, may result in the discharge of the person should he/she be employed by the Township.**

If yes, please explain:

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You have been given a description of specific job functions for the position for which you have applied.

Are you able to perform each of the essential job functions listed for this position with or without accommodation?  Yes  No

If you can perform the job functions with an accommodation, please describe how you would perform the functions and with what accommodations.

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# EMPLOYMENT EXPERIENCE

**LIST YOUR MOST RECENT EMPLOYER FIRST**

Employer	Address	Job Title	Reason For Leaving
Supervisor Name	Dates Employed	Salary / Hourly Rate	Work Performed
	From:                      To:		
Reference Name / Telephone			

Employer	Address	Job Title	Reason For Leaving
Supervisor Name	Dates Employed	Salary / Hourly Rate	Work Performed
	From:                      To:		
Reference Name / Telephone			

Employer	Address	Job Title	Reason For Leaving
Supervisor Name	Dates Employed	Salary / Hourly Rate	Work Performed
	From:                      To:		
Reference Name / Telephone			

Employer	Address	Job Title	Reason For Leaving
Supervisor Name	Dates Employed	Salary / Hourly Rate	Work Performed
	From:                      To:		
Reference Name / Telephone			

**Special Skills and Qualifications**

**Summarize special skills and qualifications acquired from employment or other experience.**

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**Have you ever had any job-related training in the United States military?     Yes    No**

**If yes, please describe:**

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## PERSONAL REFERENCES

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  Friend  Relative  Co-Worker

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  Friend  Relative  Co-Worker

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  Friend  Relative  Co-Worker

**State any additional information you feel may be helpful in considering your application:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# EDUCATION

## Elementary School

School Name & Location
Describe Course of Study
Years Completed (circle): 4 5 6 7 8

## High School

School Name & Location
Describe Course of Study
Years Completed (circle): 1 2 3 4

List any additional High School you attended:

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## Undergraduate College/University

School Name & Location
Describe Course of Study
Years Completed (circle): 1 2 3 4

List any additional Undergraduate College / University you attended:

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**Graduate/Professional**

School Name & Location _____
Describe Course of Study _____
Years Completed (circle): 1 2 3 4

**List any additional Graduate / Professional School you attended:**

\_\_\_\_\_  
\_\_\_\_\_

**Education (continued)**

**Describe any specialized training, apprenticeship, skills and extra-curricular activities:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attach list if you need additional space...**

**Describe any honors you have received:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**State any additional information you feel may be helpful in considering your application.**

\_\_\_\_\_  
\_\_\_\_\_

## **CONSENT TO CONDUCT RECORDS CHECK**

**Dear Prospective Employee:**

**As part of the Township of Hanover's overall review of your employment application, it may be necessary for the Hanover Township Police Department to conduct a records check. Therefore, please read the following statement carefully before it is signed.**

**I, \_\_\_\_\_, hereby give my consent to the Hanover Township Police Department to conduct a records check with local, county, state police, and the Federal Bureau of Investigation as part of my application for the position noted in this application. I further understand that this check includes a review of my driver's license record through the New Jersey Division of Motor Vehicles.**

**I also give my consent to any Police Department Record Bureau to forward a copy of any record that may exist against me or to notify the Township of Hanover that no record exists. I further understand that an offer of employment may be conditioned on the results of a medical examination.**

**I further understand that any records check or any review of past medical records shall be kept confidential and shall not be released to any other potential employer without my express written consent.**

\_\_\_\_\_  
**Applicant's Signature**

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

**Privacy Waiver  
Personal Inquiry Waiver  
Authority for Release of Information**

TO: Concerned Person or Authorized Representative of Any Organization, Institution or Repository Records

Applicant's Name: \_\_\_\_\_  
(please print)

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

I respectfully request and authorize you to furnish the **Township of Hanover Police Department** any and all information that you may have concerning my employment, work record, school record, military record, Police Academy records, reputation, state and federal income tax records and financial and credit status. Please include any and all medical records (physical or mental) and reports including information of a confidential or privileged nature. Please allow a representative from all Township of Hanover Police Department to review my entire personnel file and any disciplinary action and/or internal affairs investigations which may have resulted during my employment and photocopy any document(s). This information is to be used to assist the Township of Hanover Police Department in determining my qualifications and fitness for the position I am seeking with that Department.

I hereby release you, your organization or others from any liability or damage that may result from furnishing the information requested above.

A photocopy of this Waiver shall be considered a valid original.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Number and Street Name

\_\_\_\_\_  
Town/City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

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**AFFIDAVIT**

STATE OF NEW JERSEY)  
COUNTY OF MORRIS )

Before me personally appeared the said \_\_\_\_\_, who says he/she executed the above instrument of his/her own freewill and accord with full knowledge of the purpose therefore.

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
My commission expires

\_\_\_\_\_  
Notary Public

SEAL:

**TOWNSHIP OF HANOVER POLICE DEPARTMENT  
1000 RT. 10, PO BOX 250  
WHIPPANY, NJ 07981**

**POLICE APPLICANT QUALIFICATION FORM**

NAME: \_\_\_\_\_ SS#: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME/CELL PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

**NOTE:** In accordance with NJS 40A:14-127, no person may be appointed as a member of a police department who is under 21 and over 35 years of age.

**TYPE OF QUALIFICATION:**

**A. Alternate Route / Associate's Degree (Minimum)**

Attending/Graduated Police Academy: \_\_\_\_ Yes

Police Academy Name: \_\_\_\_\_

Date of Academy Graduation: \_\_\_\_\_

Name of College/University \_\_\_\_\_

Date of College Graduation: \_\_\_\_\_

Associates Degree Major: (circle one) Police or Forensic Science, Criminal Justice

**B. Two Years Experience / Associate's Degree (Minimum)**

Attended a NJ Police Academy: \_\_\_\_ Yes \_\_\_\_ No

Police Academy Name: \_\_\_\_\_

Name of College/University \_\_\_\_\_

Date of College Graduation: \_\_\_\_\_

Associates Degree Major: (circle one) Police or Forensic Science, Criminal Justice

Name of Current Police Department: \_\_\_\_\_

Years of Police Officer Experience: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**POLICE OFFICER - ESSENTIAL FUNCTIONS as found in Hanover Township Police Department Standard Operating Procedures Vol. II, Ch. 7**

- A. To adequately perform the responsibility of a police officer, the candidate must be able to perform the essential functions of the position.
1. Walk, sometimes for long periods of time, in extreme weather conditions, in physically hazardous locations.
  2. Run, sometimes sprinting at a high rate of speed for a short distance, in extreme weather conditions, in physically hazardous locations.
  3. Ascent or descent stairs.
  4. Climb over, pull up over, and jump over obstacles.
  5. Jump down from elevated surfaces or areas.
  6. Climb or crawl through openings.
  7. Crawl under obstructions or in confined areas.
  8. Balance on uneven or narrow surfaces.
  9. Use body force to gain entrance or break through barriers.
  10. Push objects, vehicles, or persons.
  11. Pull objects or persons.
  12. Lift and carry objects or persons.
  13. Drag objects or persons.
  14. Sit or stand for extended periods of time.
  15. Employ defensive tactics, using balance, leverage, concentration of power, and opponent's power.
  16. Swim.
  17. Operate a motor vehicle, during the day or at night, in emergency situations, at high rates of speed, on the open road or in congested traffic, in unsafe conditions caused by factors such as fog, smoke, rain, ice, or snow.
  18. Detain individuals.
  19. Stop suspicious individuals and vehicles.
  20. Pursue fleeing suspects, in a vehicle or on foot.
  21. Disarm persons.
  22. Restrain or subdue resisting suspects.
  23. Effectuate a full physical custody arrest, forcibly if necessary, using handcuffs and other restraints.
  24. Conduct visual and audio surveillance.
  25. Perform law enforcement patrol functions, on foot or in a vehicle.
  26. Issue Summonses.

27. Direct traffic, sometimes for long periods of time, using hand signals, flares, barricades, etc.
28. Observe, record, recall and report incidents and information.
29. Operate radar equipment.
30. Administer field sobriety tests.
31. Operate a fire extinguisher.
32. Fingerprint, photograph and videotape individuals, objects and scenes.
33. Transport citizens, prisoners and committed mental patients, using handcuffs and other restraints, when appropriate.
34. Work rotating shifts and adapt to irregular working conditions.
35. Maintain mental alertness and readiness to act, even during periods of calm and inactivity.
36. Identify, collect, label and preserve evidence.
37. Secure the scene of a crime, emergency or disaster.
38. Stand guard at the scene of a crime, emergency or disaster to prevent damage, loss or injury.
39. Control crowds.
40. Secure and evacuate persons from particular areas, using either verbal commands or the appropriate degree of physical force.
41. Perform rescue and support functions at the scenes of accidents, emergencies and disasters.
42. Administer emergency first aid.
43. Physically check buildings, including doors and windows, to insure that they are secure.
44. Remedy hazardous conditions by direct action or through notification of the appropriate authority or agency.
45. Perform searches of people, vehicles, buildings and large outdoor areas, which may involve seeing, feeling and detecting objects, and walking for long periods of time.
46. Search for missing, wanted or lost persons and evidence.
47. Load, unload, aim and fire a handgun and shotgun in day and night conditions from a variety of body positions at the proficiency level required by qualification standards.

48. Process arrested persons, which includes examining documents, communicating verbally, and eliciting and recording information.
49. Understand and follow orders, policies and procedures.
50. Accept direction and function cooperatively as one member of a unit.
51. Communicate effectively verbally and in writing, detailing incidents and activities of those involved.
52. Prepare written investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
53. Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as summonses, affidavits and warrants.
54. Communicate effectively and coherently over telephone, walkie-talkie or radio, initiating or responding to verbal communications.
55. Communicate effectively in court and in other formal settings.
56. Communicate effectively with people, including juveniles, by giving information and direction, by eliciting information, and by advising of rights, processes and procedures.
57. Communicate effectively with individuals in an agitated or distraught condition.
58. Integrate individual activities and goals with the efforts of other members of the law enforcement community for the promotion of common goals and objectives.
59. Mediate disputes and confrontations with hostile and potentially violent individuals.
60. Gather information by observation of behavior, visual inspection and oral communication; determine what information is significant; assess a situation based on that information; and exercise independent judgment to make decisions concerning choice of action and equipment.
61. Perform a variety of tasks, involving different and sometimes contrasting skills in rapid succession during a short period of time.
62. Exercise independent judgement in determining when there is reasonable suspicion to detain, when probable cause exists to search and/or arrest, and when force may be used and to what degree.
63. Endure verbal, mental and physical abuse, including threats, taunts and insults to self, family and fellow officers.

64. Withstand exposure to and deal appropriately with stress involved in dealing with hostile views, opinions and behavior in antagonistic settings; with crime victims, accident victims, disaster victims and their families; with incidents of suicide and domestic violence.