

**THE JERSEY CITY MUNICIPAL UTILITIES AUTHORITY**  
**APPLICATION FOR EMPLOYMENT**  
(An Equal Opportunity Employer)

*All applicants are considered without regard to race, color, gender, religion, national origin, age, marital or veteran status, mental or physical disability unrelated to job performance or any other legally protected status.*

**POSITION APPLYING FOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PERSONAL INFORMATION**

Legal name: First \_\_\_\_\_ Last \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Other Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_  
(Please attach photocopy of driver's license)

Are you legally eligible for employment in the United States?  Yes  No

United States Visa status, if applicable: \_\_\_\_\_

Are you at least 21 years old?  Yes  No  
(Minimum age required by State of N.J. to obtain a Commercial Driver's License)

**POSITION INFORMATION**

Position(s) applying for: \_\_\_\_\_ Salary desired: \$ \_\_\_\_\_

Employment status desired:  Full Time  Part Time  Temporary

What hours are you available to work? \_\_\_\_\_

If hired, when could you start? \_\_\_\_\_

How did you hear about this job? \_\_\_\_\_



**EDUCATION**

Type of school	Name and Location	Dates Attended	Degree Received	Subjects Studied	Did you graduate?
High School					
College / University					
Graduate School					
Tech School					
Other					

Special courses, training or experience acquired, including military experience: \_\_\_\_\_

\_\_\_\_\_

**SKILLS**

Clerical / Office skills		
Computer skills	Name of software:	<input type="checkbox"/> PC <input type="checkbox"/> Mac <input type="checkbox"/> WPM
Languages		
Other special knowledge or skills		

Please describe any other experience, abilities or skills that might be helpful in considering your application: \_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

List names of three (3) persons not related to you, whom you have known at least one (1) year:

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
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1.

\_\_\_\_\_

2.

\_\_\_\_\_

3.

\_\_\_\_\_

2020

**CERTIFICATION & AUTHORIZATION**

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that any misrepresentations or omissions of facts in this application are grounds for disqualification from further consideration or for dismissal from employment.

I authorize the company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position.

If employed, I agree to conform to the rules, regulations and policies of the company. I understand that I will be an employee "at will" and either the company or I may terminate my employment relationship at any time for any reason not in violation of law.

I hereby acknowledge that I have read and fully understand the forgoing and seek employment under these conditions.

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

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

p:\admin\human resources\forms & envelopes - miscellaneous\jcmua application for employment and attachments\application for employment 01-2020 - removed prior salary question & ban the box compliant.docx

**NOTIFICATION / AUTHORIZATION / RELEASE OF INFORMATION**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE PRINT

In connection with my application for employment with **JERSEY CITY MUNICIPAL UTILITIES AUTHORITY**, (hereafter referred to as **COMPANY**), I hereby understand and acknowledge that the **COMPANY** utilizes the services of an investigative consumer reporting agency, **TABB INC.**, to verify the information I have provided on the employment application. I am hereby notified that the **COMPANY** intends to procure an investigative consumer report and I authorize the procurement of this investigative consumer report. I understand that the report will contain information about my background, character, general reputation, credit worthiness, mode of living and job performance. The investigative consumer report may consist of, but not be limited to, an interview with all listed employers to verify my employment, references, supervisors, criminal history, educational records, licensing agencies, governmental databases, address databases, credit history and driving history records. This authorization is valid during the course of my employment to the extent permitted by law. I certify that I have made true, correct, and complete answers and statements on my employment application, any supplements to it and in any interview in the knowledge that they will be relied upon in considering my application for employment. I understand that, upon written request within a reasonable period of time, I am entitled to a copy of the report and additional information concerning the nature and scope of this investigation. I understand that pursuant to the Fair Credit Report Act (FCRA), I have the right to know if adverse action is being considered against me as a result of information contained in this report. I have the right to a copy of this report prior to any adverse action taken against me and to dispute the accuracy of any information in the report by contacting the consumer reporting agency, **TABB, INC.**, at the address and telephone number listed on the bottom of this form. The **COMPANY** has provided a copy of A Summary of Your Rights Under the FCRA. I understand that I may have additional rights under State law, which I may determine by contacting my state or local consumer protection agency.

This authorization for release of information includes, but is not limited to, matters of opinion relating to my character, ability, reputation and past performance. I authorize all persons, schools, organizations, companies, corporations, credit bureaus, law enforcement agencies, state agencies and courts for the purpose of criminal record research and motor vehicle agencies for the acquisition of a driving record or abstract if required to release such information without restriction or qualification to **TABB, INC.**, and any of its officers, agents, employees and servants.

SIGNATURE: \_\_\_\_\_ OTHER NAME(S) USED: \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_ DATE BIRTH: \_\_\_\_\_

**TABB INC.**

P.O. Box 10; 555 E. Main St., Chester, NJ 07930

Phone (908) 879-2323 (800) 877-8222 Fax (908) 879-8675

*Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.*

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

• **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

• **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

• **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

• **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

• **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.	a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:	b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106

d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357



# THE JERSEY CITY MUNICIPAL UTILITIES AUTHORITY

## MEMORANDUM

JULY 2018

### PART-TIME FLAG PERSON JOB DESCRIPTION

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#### MINIMUM QUALIFICATIONS AND EDUCATION EXPERIENCE

High School Diploma or equivalent; Valid New Jersey Driver's License; Five (5) years driving experience; Driving record in good standing with NJ MVC for three (3) years; Must be willing to work any time of day or week, there is no set schedule and daily job assignments vary (JCMUA operates 24 hours/7 days per week); Must successfully pass drug screening and background check.

#### KNOWLEDGE AND REQUIREMENTS

Must have strong verbal communication skills, ability to read and write, good eye-hand coordination, and the ability to quickly respond appropriately to unexpected events. Employees need to be able to work without direct supervision. As this job may require long periods of standing and being subjected to adverse weather conditions, it is important that the flagger is in good physical condition. It is essential that the employee has good eyesight (corrected vision if needed) and hearing.

#### GENERAL DESCRIPTION OF DUTIES

- Work is performed outdoors at construction sites, and includes dealing with inclement weather
- **Standing:** Constant standing throughout the shift. Position may require standing for periods greater than two hours at a time, for a total of greater than eight hours.
- **Walking:** Occasional walking throughout the shift to remain alerted and to move with machinery involved in worksite project. Will periodically walk to put down and pick up safety cones and signs.
- **Sitting:** Occasional sitting for brief periods in vehicles when moving from one location to another. No sitting permitted when performing flagging.
- **Lifting/Carrying:** Handling of signs, flags, cones and other traffic control implements.
  
- Driving company vehicles to locations throughout Jersey City area
- Set up traffic control closures (cones, barricades, etc.) and direct traffic through use of signs, hand, and flag signals.
- Warns workers when approaching vehicle fails to heed signals to prevent accident/injury to workers
- Ensure a clear path for emergency vehicles when necessary
- Assure the safety of pedestrians
- Records license number of traffic control violators for police/law enforcement

**I CERTIFY THAT I MEET THE ABOVE-REQUIRED QUALIFICATIONS AND CAN PERFORM THE ABOVE-REQUIRED DUTIES WITHOUT LIMITATIONS. I UNDERSTAND THAT IF HIRED, I WILL BE EXPECTED TO PERFORM THOSE DUTIES AND MY FAILURE TO DO SO WILL RESULT IN CESSATION OF MY EMPLOYMENT WITH THE JERSEY CITY MUNICIPAL UTILITIES AUTHORITY.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name (Print)