

ROAD DEPARTMENT LABORER/OPERATOR – GREEN TOWNSHIP, Sussex County is now accepting applications for a full time Road Department Laborer. Duties include street maintenance, snow removal, building & grounds maintenance, and other related duties as required. \$20.00 per hour for candidates that possess a valid NJ driver's license. Visit www.greentwp.com to download the application. Send Application, Driver History Abstract, and Resume to Mark Zschack, P.O. Box 65, Tranquility, NJ 07879 or email to clerkadmin@greentwp.com no later than March 20, 2026. The Township reserves the right to interview candidates prior to the deadline.

Green Township Employment/Job Application

Green Township is an equal opportunity employer. The Township does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military status, or any other characteristic protected by law.

PLEASE PRINT

PERSONAL INFORMATION

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone #: (____) _____

E-mail Address _____

Are you legally eligible to be employed in the United States? YES [] NO []
(Proof of identity and eligibility will be required upon employment)

Are you over the age of 18 years? YES [] NO []

(If no, you may be required to provide authorization to work.)

Have you ever worked for the Township before? YES [] NO []

Do you have any relatives or friends who work for the Township? YES [] NO []
If yes, who and in what Department do they work?

Can you perform the essential functions of the position for which you are applying, without a reasonable accommodation? YES [] NO []

Can you work any time? YES [] NO []

If NO, explain: _____

Can you work overtime, including weekends and holidays? YES [] NO []

EMPLOYMENT DESIRED

Date you can start _____ Hourly rate/Salary desired _____

Position desired _____

Are you presently employed? YES [] NO []

If yes, may we contact your employer? YES [] NO []

If presently employed, why are you considering leaving?

Do you belong to any professional, trade, business or civic organizations that deal with the position for which you are applying? YES [] NO []

If yes, please explain and list offices held: (Omit any organization which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)

EDUCATION

	Name and Location of School	Course of Study	Years Completed	Diploma or Degree Received
High School				
College				
Vocational or Trade School				
Graduate Work				

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Phone #
Job Title		Address	
Immediate Supervisor		Summarize the nature of work performed and job responsibilities	
Supervisor title		Reason for leaving	

From	To	Employer Name	Phone #
Job Title		Address	
Immediate Supervisor		Summarize the nature of work performed and job responsibilities	
Supervisor Title		Reason for leaving	
From	To	Employer Name	Phone #
Job Title		Address	
Immediate Supervisor		Summarize the nature of work performed and job responsibilities	
Supervisor Title		Reason for leaving	
From	To	Employer Name	Phone #
Job Title		Address	
Immediate Supervisor		Summarize the nature of work performed and job responsibilities	
Supervisor Title		Reason for leaving	

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

PERSONAL REFERENCES

Give three references, whom you have known for at least three (3) years.

(not relatives or employers)

Name	Occupation
Address Street _____ City _____ State _____ Zip _____	Phone #
Name	Occupation
Address Street _____ City _____ State _____ Zip _____	Phone #
Name	Occupation
Address Street _____ City _____ State _____ Zip _____	Phone #

IMPORTANT, PLEASE READ AND SIGN

I attest with my signature below that I have given to the Township true and complete information on this application. I understand that failure to reveal any prior employer or giving false or misleading information by me on any part of this Application for Employment can result in disqualification for employment consideration or, if hired, may be grounds for termination from the Township. I understand that if I am hired, my employment is for no definite time and may be terminated at any time without prior notice.

I authorize Green Township to contact previous employers and personal references provided above. I release the Township and its representatives from all liability for seeking such information. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____

How to Obtain a Driver History Abstract

These guides provide instructions for obtaining your New Jersey driver history abstract online, by mail, or in person.

In [New Jersey](#), you can obtain a **Driver History Abstract** (driving record) through three primary methods, each costing a **\$15 fee**. [NJ.gov](#) +1

1. Online (Fastest)

The most convenient way to request your abstract is through the [NJMVC Online Driver Record Request Service](#).

- **Requirements:** You must have a **User ID #** (which can be [applied for online](#) using your license and Social Security number), your NJ driver's license number, and a credit/debit card.
- **Timeline:** Delivery typically takes **two to seven days**. [NJ.gov](#) +3

2. In Person

You can visit any [NJMVC Agency or Regional Service Center](#) as a walk-in to get your own abstract. [NJ.gov](#) +1

- **What to Bring:** Your New Jersey driver license or ID.
- **Forms:** You can fill out the **Application for Driver History Abstract (Form DO-21)** at the agency or [download and print it](#) beforehand.
- **Payment:** Cash, check, money order, or credit/debit card. [NJ.gov](#) +1

3. By Mail

If you cannot go in person or use the online service, you can mail a request. Township of Roxbury, NJ

- **Documents Needed:** A completed Form DO-21, a photocopy of your NJ driver license/ID, and a **\$15 check or money order** payable to "NJMVC".
- **Mailing Address:**

NJ Motor Vehicle Commission
Abstract Unit
225 East State Street
P.O. Box 142
Trenton, NJ 08666-0142
[NJ.gov](#) +1

Key Details to Remember:

- **Types of Records:** You can choose between a **5-year abstract** (common for insurance/employment) or a **Complete History** (often used for court matters).
- **Second-Party Requests:** If someone else (like an employer or attorney) is requesting your record, they must use [Form DO-21A](#), which requires your **notarized signature**. [NJ.gov](#) +3