

# Instructions for Online ACUA Employment Application

1. The online application consists of several tabs: General Info, Positions, Eligibility, Employment, Education, References, and Skills. Fill out the information on the first tab, then click on the next tab to continue your application. Once you have completed all of the tabs, you will click 'Complete Application' to submit your application. Please use the following instructions if you need further help filling out each specific tab.
2. On the first screen, fill out your basic information including your name, social security number, address, phone number(s), email address, referral source, and driver's license information. When you have finished typing in this information, simply click the next tab, 'Positions', to continue. If you leave a required field blank and then click 'Complete Application', the application will highlight the required fields with a red asterisk (\*) and it will not allow you to proceed until those fields have been filled out. Please make sure all the required fields on the General Info and Eligibility Tabs are completed and that you have selected at least 1 position.

Thank you for your interest in employment with Atlantic County Utilities Authority.  
Please complete all sections for your application to be considered.



**ACUA Mission Statement**  
The Atlantic County Utilities Authority is responsible for enhancing the quality of life through the protection of waters and land from pollution by providing waste management services. The Authority is an environmental leader and will continue to use new technologies, innovations, and employee ideas to provide the highest quality and most cost effective environmental services.

General Info	Positions	Eligibility	Employment	Education	References	Skills
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Last Name

First Name

Middle Name

Social Security Number

Street Address 1

Street Address 2

City

State

Zip Code

Mailing Address (if different than street address)

Primary Phone

Secondary Phone

Email Address

Referral Source

Do you have a valid NJ Drivers' License?

Do you have a valid Commercial Drivers License (CDL)?  If so, what class?

Endorsements

Complete Application

3. On this tab, you will select the positions that you wish to apply for. Please note: most positions will be marked as 'Unavailable' because our position openings usually come up suddenly and at various times throughout the year, so while we may not have an opening for a position today, by next week we may have an opening and then we will review the applicants who have applied for that position. Therefore, if you are interested in a position, EVEN IF IT SAYS UNAVAILABLE, we encourage you to apply for the position anyway, so that we'll have your application when a position becomes available. Applications are kept on file for 6 months, so even if you apply for a position marked 'unavailable', we will contact you if a position becomes available anytime during that 6-month time frame. Keep in mind that when applications are reviewed, only those candidates who meet our qualifications will be contacted.

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General Info | **Positions** | Eligibility | Employment | Education | References | Skills

Select all the Positions for which you would like to apply.  
Select all Positions for which you would like to apply. You are encouraged to apply for any position you are interested in below, even if it is currently marked unavailable, so that we will have your application and we will be able to consider you for the position should it become available. Applications are kept on file for 6 months, so we will contact you if and when a position becomes available for which you have applied. However, please keep in mind that applications are only reviewed when a position becomes available, and only those candidates who meet our qualifications will be contacted. NO PHONE CALLS.

Mark To Apply	Position	Location	Positions Available?
<input type="checkbox"/>	Laborer	Atlantic City	Yes
<input type="checkbox"/>	Systems Oper Mechanic I	Atlantic City	No
<input type="checkbox"/>	Water Pollution Control Oper 1	Atlantic City	No

Complete Application

4. On this tab, you will answer questions about your work eligibility regarding authorization to work in the United States, ability to perform the duties for the position for which you have applied, and any criminal convictions you may have had.

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General Info | Positions | **Eligibility** | Employment | Education | References | Skills

Please answer these questions pertaining to your work eligibility.

Are you authorized to work in the U.S.?

Are you able to perform the duties of the position for which you have applied?

If no, please explain any accommodations you may need:

Have you ever been convicted of a crime that has not been expunged or sealed by a court other than a minor traffic violation?

If yes, please explain

Complete Application

5. For this tab, you will list your employment history beginning with your present or most recent employer. Limit your entries to your four most recent employers. For each employer, you will need to fill out the following information: Company Name, Address, Phone Number, Email, Dates of Employment (month and year for start/end dates), Job Title, Name of Supervisor, Reason for Leaving or Seeking Other Employment, and a Description of Your Work Duties. Please be as detailed as possible when filling out your work history—while not all fields are required, the more information you provide gives us a better understanding of your work experience.

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General Info	Positions	Eligibility	<b>Employment</b>	Education	References	Skills
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Enter your employment history below starting with your present or last employer. Limit your entries to you 4 most recent employers.

**Employer 1**

Company Name

Address

City

State

Zip Code

Telephone

Email

Employed From:  /  /  To:  /  /

Job Title

Name of Supervisor

Reason for leaving or seeking other employment

Describe your work duties

**Employer 2**

Company Name

Address

City

State

Zip Code

Telephone

Email

Employed From:  /  /  To:  /  /

Job Title

Name of Supervisor

Reason for leaving or seeking other employment

Describe your work duties

6. For this tab, you will enter your education information beginning with high school, followed by any college/university, or technical/trade school that you have attended. For each school, please enter the following information: School Name, School Location, Field of Study, Degree/Certificate/Diploma Earned, and whether or not you graduated.

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General Info   Positions   Eligibility   Employment   **Education**   References   Skills

Please enter education information beginning with high school, followed by any college/university, or technical/trade school that you've attended.

**School 1**

School Name

School Location

Field Of Study

Degree/Certificate/Diploma Earned

Did you graduate?

**School 2**

School Name

School Location

Field Of Study

Degree/Certificate/Diploma Earned

Did you graduate?

**School 3**

School Name

School Location

Field Of Study

Degree/Certificate/Diploma Earned

Did you graduate?

Complete Application

7. For this tab, please list two people who are not related to you as references. These should be people who have known you for at least three years and are familiar with your employment qualifications. For each reference, please list the following information: Name, Address, Phone Number(s), Email, Number of Years Known, Relationship, Company (if applicable), Title (if applicable). While not all fields are required, you are encouraged to fill out as much information as you know for each reference.

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- General Info
- Positions
- Eligibility
- Employment
- Education
- References**
- Skills

List two people not related to you as references. These should be people who have known you for at least three years and are familiar with your employment qualifications.

**Reference 1**

Name

Address

City

State

Zip

Home Phone

Cell Phone

Email

Number of Years Known

Relationship

Company (if applicable)

Title (if applicable)

**Reference 2**

Name

Address

City

State

Zip

Home Phone

Cell Phone

Email

Number of Years Known

Relationship

Company (if applicable)

Title (if applicable)

8. For this tab, you will list any skills or qualifications you may have for the position(s) you have applied for—this section is optional. You can list any types of machines/equipment you can operate, any tools used in prior employment, any additional training and/or skills relating to this position you have applied for, and any professional licenses or certifications you may hold.

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General Info | Positions | Eligibility | Employment | Education | References | **Skills**

**Your Skills List (Optional)**

Skills	Details
List types of machines and equipment you can operate.	<input type="text"/>
List any tools you have used in prior employment.	<input type="text"/>
Do you have any additional training and/or skills relating to the position(s) you are applying for? If yes, please list.	<input type="text"/>
List any professional licenses or certifications you hold.	<input type="text"/>

9. If you want to review your information before you submit your application, you can just click on each of the tabs to review your information. When you have finished entering and reviewing all of your information on each tab, simply click the 'Complete Application' button on any of the tabs.

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General Info | Positions | Eligibility | Employment | Education | References | Skills

**Your Skills List (Optional)**

Skills	Details
List types of machines and equipment you can operate.	<input type="text"/>
List any tools you have used in prior employment.	<input type="text"/>
Do you have any additional training and/or skills relating to the position(s) you are applying for? If yes, please list.	<input type="text"/>
List any professional licenses or certifications you hold.	<input type="text"/>

10. On this final screen, you will read our legal disclosure statement. After you have read this information, check off the 'I Agree' button, then click 'SUBMIT APPLICATION.' You will not be permitted to submit your application if you do not check off 'I Agree' for the legal statement.

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**DO NOT SUBMIT UNTIL YOU HAVE READ THE BELOW APPLICANT STATEMENT**

Legal Statement By checking the box on this application, I certify that the facts set forth in this application truly represent my background and experience. I understand that failure to give complete information, falsification or misrepresentation may prevent my being hired, and if discovered after hiring, may be grounds for immediate dismissal. By checking the box, I authorize Atlantic County Utilities Authority to contact and/or investigate my prior education, employment history and personal references. Unless covered by a contract, employment with Atlantic County Utilities Authority is "at will". I understand that if I am hired, the length of my employment is not guaranteed. I may resign at any time, with or without cause. I further understand that Atlantic County Utilities Authority also has the right to terminate my services at any time with or without cause. I understand that this represents the complete agreement between ACUA and me regarding my employment and that any manuals, handbooks, etc. provided to me are advisory only and do not constitute a contract. In compliance with the Immigration Reform and Control Act of 1986, I understand that I will be required to provide approved documentation that verifies my right to work in the United States on my first day of employment.

I Agree

Confirming Statement I certify that the information I have provided is true and correct.

Submit Application

11. You will now briefly see a confirmation screen that indicates that your application was successfully submitted. This page will then refresh automatically after a few seconds to return to the main ACUA website. Once your application has been submitted and you have passed this confirmation screen, you have successfully finished and we will hold your application on file for six months. We will contact you if a position becomes available anytime during that 6-month time frame. Keep in mind that when applications are reviewed, only those candidates who meet our qualifications will be contacted.

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Your application has been submitted