



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 41-2016  
Date of Adoption: January 27, 2016

**TITLE:**

**RESOLUTION AUTHORIZING THE HIRING OF PAM SYLVESTRI TO THE PART-TIME POSITION OF ADMINISTRATIVE ASSISTANT FOR THE BOROUGH OF RIVERDALE AT A RATE OF \$15.00 PER HOUR AND A TOTAL OF 10 HOURS PER WEEK EFFECTIVE FEBRUARY 1, 2016**

**WHEREAS,** it is the desire of the Mayor and Council to hire an administrative assistant to handle the rentals of the Riverdale Senior Community Center and the Glenburn Estate; and

**WHEREAS,** the position and salary range has been authorized in Salary Ordinance# 1-2015 adopted on January 28, 2015; and

**WHEREAS,** it has been determined that the position will require 10 hours per week; and

**WHEREAS,** the hourly rate for this position will be \$15.00 per hour.

**THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Riverdale that they hereby authorize the hiring of Pam Sylvestri to the part-time position of Administrative Assistant for the Borough of Riverdale at a rate of \$15.00 per hour and a total of 10 hours per week effective February 1, 2016 subject to the availability of funds as certified by the Chief Financial Officer.

### RECORD OF COUNCIL VOTE

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.

# APPLICATION FOR EMPLOYMENT

BOROUGH OF RIVERDALE  
91 Newark Pompton Turnpike

Riverdale, NJ 07457

We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For <b>Rental Advisor</b>	Date of Application <b>1-19-16</b>
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative
<input type="checkbox"/> Employment Agency	<input checked="" type="checkbox"/> Friend
	<input type="checkbox"/> Inquiry
	<input type="checkbox"/> Other _____

Last Name <b>Sylvestri</b>	First Name <b>Pamela</b>	Middle Name <b>A.</b>
Address <b>11 Halsey Ave</b>	City <b>Riverdale</b>	State <b>NJ</b>
Telephone Number(s) <b>862 228 4996</b>	Social Security Number (Voluntary) <b>002 54 2548</b>	

Best time to contact you at home is: ..... **Any time** ..... : \_\_\_\_\_ AM  
PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? .....  Yes  No

Have you ever filed an application with us before? .....  Yes  No  
If Yes, give date \_\_\_\_\_

Have you ever been employed with us before? .....  Yes  No  
If Yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here? .....  Yes  No

Are you currently employed? .....  Yes  No

May we contact your present employer? .....  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status  
*Proof of citizenship or immigration status will be required upon employment.* .....  Yes  No

Date available for work **1/20/16** What is your desired salary range? **open**

Are you available to work:  Full-Time (please indicate 1 2 3 shift)  
 Part-Time (please indicate Mornings Afternoon **Evenings**) **+ weekends**  
 Temporary (please indicate dates available \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_)

Are you currently on "lay-off" status and subject to recall? .....  Yes  No

Can you travel if a job requires it? .....  Yes  No

Have you been convicted of a felony within the last five years? .....  Yes  No  
A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

# EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School	Riverdale	general	8	
High School	Kinnelon HS	general	4	Yes
Undergraduate College				
Graduate Professional				
Other (Specify)				

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

computer skills, word, excel, powerpoint  
 office skills - typing, filing, phones  
 organized  
 send care packages to troops  
 was involved in CERT  
 help organize military in town parade

Describe any job-related training received in the United States military.

N/A

# EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address	2/96 present		claims adjuster
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Organize fundraisers for troops, send care packages as my civic duty.

CERT

# ADDITIONAL INFORMATION

## Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

I am organized and honest. I am familiar with the Community Center and the Glenburn.

## SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

<input checked="" type="checkbox"/> Terminal	<input checked="" type="checkbox"/> Spreadsheet	Production/Mobile Machinery (list)	Other (list)
<input checked="" type="checkbox"/> PC/MAC	<input checked="" type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
WPM _____	WPM _____	_____	_____

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation?  YES  NO

## REFERENCES

1. Kris Appel	(862) 228-5058
Stratford Pl. Riverdale NJ	Phone #
2. Jody Grecco	(973) 727 4618
Statford Pl. Riverdale NJ	Phone #
3. Symone Negrimj	( )
Van Dyne Riverdale NJ	Phone # 973-356-2324

# APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.



Signature of Applicant

1/19/16

Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks \_\_\_\_\_

Employed  Yes  No Date of Employment \_\_\_\_\_

INTERVIEWER DATE

Job Title \_\_\_\_\_ Hourly Rate/  
Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_

NAME AND TITLE

DATE

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