



BOROUGH OF MADISON EMPLOYMENT APPLICATION

Hartley Dodge Memorial, 50 Kings Road

Madison, NJ 07940

Attn: Personnel Dept.

ADA/EOE

The Borough of Madison considers applicants for all positions without regard to age, race, creed, color, national origin, ancestry, marital or veteran status, gender, affectional or sexual orientation, domestic partnership status, disability, or any other characteristic protected from discrimination by law.

(PLEASE CLEARLY PRINT OR TYPE ALL INFORMATION)

Date of Application: July 16, 2019

Name: Bleydeliz Collado

Position(s) Applying For: Deputy Court Administrator
(or type of work seeking, or department of interest)

A RESUME IS NOT A SUBSTITUTE FOR COMPLETING THIS FORM IN ITS ENTIRETY.

Instructions for completing this application:

- Resumes can be submitted with the application, however, all questions on this application must be fully answered. Do not indicate "See Resume" on any part of this application and then leave sections blank. This application requests more information than can be obtained from a resume.
- If a question does not apply, please write N/A.
- Please indicate the specific position for which you are applying. If you are not applying for a specific job opening, please provide some indicator of the type of work for which you are looking (ex. administrative, management) and/or the department of interest (ex. Clerk, Public Works).
- Do not abbreviate the name of your employers or education. Provide complete addresses and telephone numbers for all employers, references, and educational institutions.
- Be sure to sign and date the last page of this application in the Applicant's Statement section.
- Applications via email are accepted by emailing the entire application to HR@rosenet.org.
- In order to be considered for a specific posting, all applications must be received by the Personnel Department by the deadline date and time listed in the ad.

All information obtained will be kept confidential and will be provided to only those persons involved in the screening and hiring processes

PLEASE NOTE: Due to the large number of applications we receive, only those candidates being considered for an interview will be contacted. Calls will not be returned to confirm receipt of applications.

DO NOT WRITE BELOW THIS LINE - FOR PERSONNEL DEPARTMENT USE ONLY

Position applied for is open? ☐ Yes ☐ No

Comments _____

Date Received
(Date stamped by Borough Clerk's office or
Purchasing/Personnel Dept only.)

Personal Information

Last Name <u>Collado</u>	First Name <u>Polydelis</u>	Middle Initial	
Address <u>161 Lawton Ave</u>	City <u>Cliffside Park</u>	State <u>NJ</u>	Zip Code <u>07010</u>
Telephone #s			
Email address <u>polycollado@yahoo.com</u>			

How did you learn about this position?

☐ Newspaper Advertisement; please list publication InfoNet

☐ Borough of Madison Website

☐ Relative/friend/etc.

☐ Inquiry

☐ Employment Agency

☐ Other (please specify) _____

If you are under 18 years of age, can you provide the necessary proof of your eligibility to work? ☐ Yes ☐ No

Have you ever been employed by ☐ or previously applied for employment with ☐ the Borough of Madison? If so, please check the appropriate box above and supply the following information:

Month/Year Applied or time period worked _____ Dept Worked for _____

Are you currently employed? ☒ Yes ☐ No

May we contact your current employer? ☒ Yes ☐ No

Are you able to provide proof of your eligibility to work in the United States? ☒ Yes ☐ No

Proof of employment eligibility will be required upon employment

Date available to begin work 8 / 5 / 2019 Desired salary \$ 60,000.00

Are you currently on "lay-off" status, subject to recall? ☐ Yes ☒ No

What is your availability to work:

☒ Full Time (please indicate shift 1 2 3)

☐ Part Time (please indicate Mornings Afternoon Evenings)

☐ Temporary (please indicate available dates ____/____/____ - ____/____/____)

Can you travel if a job requires it? ☒ Yes ☐ No

Education and Training

	Name & Complete Address of School	Course of Study	# of Years Complete	Did you graduate?	Diploma or Degree (Please be specific)
High School				YES ☐	
Undergraduate	Passaic County Community College One College Blvd Paterson N.J. 07605	Education	1	YES ☐	
Graduate				YES ☐	
Technical, Other (please specify)				YES ☐	

Describe any specialized skills, training, apprenticeship(s), and/or extracurricular activities that you have, have performed or been involved with. (You can exclude membership that would indicate any characteristic protected from discrimination by law.)

I have been working for the judiciary five years. I have all four PDMCA Level completed, which makes me a certified Deputy Court Administrator. I have great customer service skills as well as I am bilingual English/Spanish.

List any professional, trade, business or civic activities and offices held. (You can exclude membership that would indicate any characteristic protected from discrimination by law.)

Additional Information

Please provide any additional job-related skills, specialized skills, qualifications, experience and/or information you would like to provide that may be helpful to us in considering your application.

Prior to working with Guttenberg. - I also work for Paterson Municipal Court, with the combination of both courts - I have sharpened my skills with customer service, telephone techniques, Data entry, ATC/ACS system, PageCenter and MAC.

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING OR HAVE RECEIVED A COPY OF THE JOB DESCRIPTION.

With or without reasonable accommodation, are you able to perform in a reasonable manner the activities involved in the job for which you are applying? A review of the activities involved in the job you are applying for has been given or advised. ☐ Yes ☐ No

Business References

References requested must be business/work references. (Do NOT provide relatives, friends and those mentioned elsewhere in this application.) Please provide three. These references will be contacted after an interview, if you are being seriously considered for employment. If for some reason you do not have three business/work references, please indicate as such below.

1.	Name, Complete Address & Telephone # Manuel Quiles 111 Broadway Paterson N.J. 07655 (973) 321 - 1611	Relationship ex Supervisor
2.	Name, Complete Address & Telephone # Cosmo Quillo 4808 Park Ave Guttenberg N.J. 07093 (201) 868 - 2310	Relationship Town Administrator
3.	Name, Complete Address & Telephone # () -	Relationship

Employment History

Please list all employment, including military service and self-employment. Start with your current or most recent employer. If the HR Department for an employer is located at another site, please also provide that complete location address and telephone number. If the company has closed the location where you worked or if the company has been sold to another company, please provide a location where this employment can be verified. Attach additional pages if needed.

Start Date <i>May 1, 2017</i>	End Date <i>Current</i>	Employer Name, Complete Address & Tele. Number <i>Guttenberg Municipal Court 6808 Park Ave Guttenberg N.J. 07093 Tele. #: (201) 868 - 2923</i>
Job Title <i>Deputy Court Administrator</i>	Supervisor Name & Title <i>Ashley Mazure Court Administrator</i>	
Reason for leaving	Can we contact? ☒ Yes ☐ No	Nature of work performed/Job Responsibilities <i>Judiciary work in which many responsibilities are included but not limited</i>
Start Date <i>June 1, 2014</i>	End Date <i>April 30, 2017</i>	Employer Name, Complete Address & Tele. Number <i>Paterson Municipal Court 111 Broadway Paterson N.J. 07603 Tele. #: (973) 321 - 1515</i>
Job Title <i>Court attendant Interpreter</i>	Supervisor Name & Title <i>Beverly Valentine Court Administrator</i>	
Reason for leaving <i>Was offer the Deputy position with Guttenberg</i>	Can we contact? ☒ Yes ☐ No	Nature of work performed/Job Responsibilities <i>Work in the court assisting the judge, prosecutor and the public as well interpreting.</i>
Start Date <i>Oct 14, 2012</i>	End Date <i>Current</i>	Employer Name, Complete Address & Tele. Number <i>Macy's 500 Garden State Plaza Paramus N.J. 07652 Tele. #: (201) 843 - 9100</i>
Job Title <i>Sales Associate</i>	Supervisor Name & Title <i>Mian Manager</i>	
Reason for leaving	Can we contact? ☒ Yes ☐ No	Nature of work performed/Job Responsibilities <i>Women shoes associate</i>
Start Date	End Date	Employer Name, Complete Address & Tele. Number
Job Title	Supervisor Name & Title	
Reason for leaving	Can we contact? ☐ Yes ☐ No	Tele. #: () - Nature of work performed/Job Responsibilities

Applicant's Statement

I certify that all information I have provided in this Employment Application is true and complete. I authorize the Borough of Madison, its representatives, employees or agents to investigate all statements contained in this Employment Application as may be necessary in arriving at an employment decision. I also authorize the Borough of Madison, its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby release the Borough of Madison, its representatives, employees or agents from any liability for seeking, gathering and using such information in the employment process; I hereby release all other persons, corporations or organizations from any liability for furnishing such information about me.

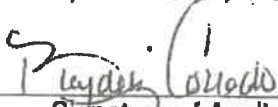
I certify that the information provided herein is truthful and I further understand that any information provided by me that is found to be false or misleading in any respect will be sufficient cause to cancel further consideration of this application and/or immediately discharge me from the Borough of Madison's employment, whenever it is discovered.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Borough of Madison is of an 'at will' nature, which means that the Employee can resign at any time and the Borough of Madison may discharge the Employee at any time with or without cause. Additionally, I understand that this Employment Application does not constitute an agreement or contract for employment for any specific period or definite duration. It is also understood that this 'at will' employment relationship may not be changed by any written document, assurances to the contrary or implied oral or written agreements unless it is specifically acknowledged in writing by the Borough Administrator of the Borough of Madison.

This Employment Application will remain active for 90 days.

I understand that if employed by the Borough of Madison I must abide by all of its rules and regulations.

I certify that I have read, understand, and accept all terms of this Application and Statement.


Signature of Applicant

7/18/19
Date

FOR PERSONNEL DEPARTMENT USE ONLY

Remarks: _____

Bleydeliz Collado

| bleycollado@yahoo.com | 61 Lawton Ave Cliffside Park NJ 07010

July 18, 2019

Linda Sawyer
50 Kings Road
Madison, NJ 07940

Dear Linda Sawyer:

I am submitting this cover letter along with my resume and application to express my interest in obtaining a Deputy Court Administrator position with the Borough of Madison.

Currently, I am employed as a Deputy Court Administrator for the town of Guttenberg.

I have earned the respect of my peers and supervisor's due to my hard work. In addition to my deputy experience, I have strong communication, customer service, administrative skills and all POMCA levels completed as well I am preparing myself for the next written exam for court administrator. I feel that my background makes me an excellent candidate for this position.

Sincerely,

Bleydeliz Collado

Bleydeliz Collado

61 Lawton Avenue 
Cliffside Park NJ, 07010

bleycollado@yahoo.com 

Objective: To obtain a Deputy Court Administrator position to expand my experience resulting in my growth of the judiciary system.

Skills

- Telephone techniques
- Customer service
- Filing
- POMCA Levels I, II, III & IV
- Bilingual English/Spanish
- Computer proficient/Microsoft office
- Data entry
- ATC/ACS system, PAGE CENTER, MAC

Experience

MAY 1, 2017 – PRESENT

Deputy Court Administrator

Guttenberg Municipal Court 6808 Park Ave Guttenberg NJ 07093

Responsibilities include but are not limited to case processing including determining probable cause, interacting with citizens, attorneys and law enforcement officers; preparing and reviewing daily, weekly and monthly reports; drafting correspondence; data entry; all phases of case management processing; complying with the New Jersey Rules of Court, administrative directives, laws and established policies and procedures governing the operation of the municipal courts. In addition I supervise the court staff and as well the acting court administrator in absences of the court administrator

Additional Duties:

- Sound recording;
- Daily reconciliation and preparing the general and bail deposit;
- Transfer out all Indictable cases to superior court along with any related traffic matter, and accept all remanded cases;
- Print and schedule daily E tickets from page center;
- Process bail for ATS/ACS and out of town bail, which include the refund, forfeiture, reinstated and transfer bail;
- Run daily, weekly and monthly reports;
- Prepare all DWI paper work and cases for court.
- Entry of fines received in ATS/ACS system, respond to all inquiries regarding at MACS;
- Enter dispositions;
- Entry for all local, sheriff and state trooper tickets and criminal/special complaints;
- Correspondence to letters received by attorney, public defenders, defendants and complainant;
- Prepare court calendar for court session, scheduling cases for ATS/ACS, probable cause hearing, video conference, mediation, truancy and issuance of warrants as authorize by the judge from the bench;
- Generate court notices, as well notification for driver's license suspension.

JUNE 2014 – APRIL 2017

Court Attendant/Interpreter Spanish/English **Paterson Municipal Court 111 Broadway Paterson NJ 07505**

Duties include providing courtroom support by performing limited security-related duties, clerical duties and serving as court liaison for litigants, witness, attorneys and the public. Additional duties include translating court proceedings from English to Spanish and Spanish to English as well utilizing the ACS and ATS system in order to enter complaints and assist members of the public.

Additional Duties:

- Assist the Judge and Court Clerk during court sessions dedicated to traffic matters, criminal matters;
- Drunk driving matters, arraignments and domestic violence matters;

- Complete all necessary court documents including payment orders, commitment forms for prisoners;
- Probation forms and Intoxicated Driver Resource Center forms;
- Enter summonses in the ACS system;
- Answer telephone calls;
- Retrieve cases that are in bench warrant status and schedule for the Court's consideration;
- Schedule court dates and set up court master calendar;
- Assist the public at the window

OCTOBER 2013 – PRESENT

Women Shoes Sales Associate/ Macys

500 Garden State Plaza Blvd, Paramus NJ 07652

Duties include assisting customers in purchasing merchandise. Additional duties include handling customer checkout, operating cash register, process customer payment and entering purchases into the store's register.

Education

SEPTEMBER 2013

Criminal Justice / Ashworth College

SEPTEMBER 2011

Education Major / Passaic County Community College

References

Available upon request