



Addison Township Fire Department

Full Time- Firefighter/EMT-P

Application for Employment

Date: _____

To the Applicant: We appreciate your interest in our Township and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position which, in our judgment, best meets your qualifications.

We are an equal opportunity employer and shall consider qualified applicants for all positions without regard to race; color; sex; religion; national origin; age; height; weight; marital status; veteran status; or disability.

Please note that this application will remain active for only six (6) months, after which time, applicant must re-apply.

PERSONAL:

Date of Birth _____

Name _____
(Last) (First) (Middle)

Address _____
(Number) (Street) (City/State) (Zip)

Telephone Number _____ Cell Number _____

Social Security No. _____ Are you 18 years or older? Yes / No
(circle one)

Are you authorized to work in the United States? Yes / No
(circle one)

Have you been previously employed here? Yes / No If yes, dates _____
(circle one)

Have you filed an application before? Yes / No If yes, dates _____
(circle one)

Under what name? _____

List any friends or relatives working here: _____

EMPLOYMENT DESIRED:

Position(s) applied for: _____

Can you perform the essential functions of the job you are applying for with or without reasonable accommodations? _____

Kind of work sought: Full time _____ Part time _____ Other _____

If part time, please specify hours and days desired: _____

Salary or wage rate desired: _____ Date available to work: _____

MILITARY SERVICE RECORD:

Have you had any experience in the Armed Forces of the United States or in State National Guard? Yes / No
(circle one)

What branch? _____ Rank at discharge? _____ Honorable discharge? Yes / No
(circle one)

Are you in the reserves? Yes / No If yes, date obligation ends: _____
(circle one)

Special/technical training: _____

LIST ALL EMPLOYMENT EXPERIENCE: (List current or most recent job first, use additional sheets of paper if necessary)

| | | |
|--------------------|---------------------------|----------------|
| Employer | <u>Dates</u> | Work Performed |
| Address | | |
| Job Title | From: | |
| Supervisor | To: | |
| Reason for Leaving | <u>Hourly Rate/Salary</u> | |
| | Starting: | |
| | Final: | |

| | | |
|--------------------|---------------------------|----------------|
| Employer | <u>Dates</u> | Work Performed |
| Address | | |
| Job Title | From: | |
| Supervisor | To: | |
| Reason for Leaving | <u>Hourly Rate/Salary</u> | |
| | Starting: | |
| | Final: | |

| | | |
|--------------------|---------------------------|----------------|
| Employer | <u>Dates</u> | Work Performed |
| Address | | |
| Job Title | From: | |
| Supervisor | To: | |
| Reason for Leaving | <u>Hourly Rate/Salary</u> | |
| | Starting: | |
| | Final: | |

EDUCATION:

| | Name/Location | Years Completed | Diploma/Degree | Course of Study |
|---------------------|---------------|-----------------|----------------|-----------------|
| Elementary | | | | |
| High School | | | | |
| College | | | | |
| Graduate | | | | |
| Vocation / Training | | | | |

Any other education or training: _____

REFERENCES: (Do not include relatives or former employers)

| | Name | Address | Phone Number | Years acquainted |
|---|------|---------|--------------|------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

ADDITIONAL INFORMANTION:

Have you been convicted of a crime? (Conviction of a crime will not necessarily disqualify you from employment). Yes / No (circle one)

If so, where, when and nature of offense: _____

If operation of a vehicle is part of the job duties of the position you are applying for, provide the following information:

Drivers License No. _____ Expiration Date: _____ State _____

Is your license currently valid? Yes / No License Type (Operator or Chauffeur) _____ (circle one)

List professional, trade, business, or civic activities and offices held. Excludes names or characters which indicate race, color, religion, sex, national origin, age, disability, or marital status: _____

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

AUTHORIZATION AND UNDERSTANDING:

Release of Records

By signing this application, I agree that all of the information now or later given by me in support of my application for employment is true and complete. I understand that you may verify any of the information concerning my employment, education, and any statement made herein with the appropriate individuals, organizations, or governmental agencies. I give these individuals, organizations, or governmental agencies my permission to release any information that you need, including my previous disciplinary record, without requiring them to contact any of my prior employers and I release all of those prior employers and Addison Township from any and all liability arising from their providing job-related and lawful information about my employment history. I agree that any false information in support of my application may subject me to discharge at any time during my employment.

At -Will Employment Status

I agree that either party may terminate the employment relationship, with or without cause, at any time, for any reason. I agree that I shall be bound by other rules, policies, regulations, and terms and conditions of employment of Addison Township Fire Department as they are from time to time changed. I further agree that my employment is conditional upon satisfactory completion of documentation as required by the Immigration Reform and Control Act of 1986 and until such time as the results of my pre-employment physical (if such physical is required) are known. For purposes of any required post-offer medical examination, I hereby authorize Addison Township Fire Department to access any medical histories, or records pertaining to me.

Signature

Date