

# MAGGIE VALLEY FIRE & RESCUE INC.

## APPLICATION FOR EMPLOYMENT

(Please Print)

BE SURE TO GIVE ACCURATE AND COMPLETE INFORMATION. FAILURE TO DO SO MAY RESULT IN THE REJECTION OF YOUR APPLICATION. IT IS IMPORTANT THAT YOU FILL OUT ALL SECTIONS OF THIS APPLICATION COMPLETELY AND TO THE BEST OF YOUR ABILITY. YOUR APPLICATION WILL BE USED AS A PART OF THE EVALUATION PROCESS AND, THEREFORE, SHOULD REPRESENT YOUR BEST EFFORT. YOU MAY ATTACH A RESUME, BUT THIS APPLICATION MUST BE COMPLETED IN ITS ENTIRETY.

### Current Information

Position applied For _____		Date _____	
When will you be available for employment _____			
Are you seeking:	Full time <input checked="" type="radio"/>	Part time <input checked="" type="radio"/>	Volunteer <input checked="" type="radio"/>
NAME	_____		
	Last	First	Middle
ADDRESS	_____		
	Street Name & Number, or P.O. Box	City	State Zip Code
TELEPHONE (____) _____ - _____	(____) _____ - _____		_____
	Cell	Business	E-mail Address
DRIVER LICENSE NO. _____	STATE _____	SOCIAL SECURITY NO. _____	

### General Information

a.	Have you ever been employed with Maggie Valley Fire & Rescue	YES <input checked="" type="radio"/>	NO <input checked="" type="radio"/>
	If yes, when and reason for leaving? _____		
b.	Are you related by blood or marriage to any employee of Maggie Valley Fire & Rescue?	YES <input checked="" type="radio"/>	NO <input checked="" type="radio"/>
	If yes, give name, relationship, and department. _____		
c.	Have you ever been convicted of a misdemeanor or felony?	YES <input checked="" type="radio"/>	NO <input checked="" type="radio"/>
	If yes, please explain. _____		
<b>NOTE:</b> A conviction record will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, how recent the offense was, and nature of the crime will be taken into consideration.			
e.	Are you willing to work:	<b>overtime</b> YES <input checked="" type="radio"/> NO <input checked="" type="radio"/>	<b>Week-ends</b> YES <input checked="" type="radio"/> NO <input checked="" type="radio"/>
		<b>Nights</b> YES <input checked="" type="radio"/> NO <input checked="" type="radio"/>	<b>Holidays</b> YES <input checked="" type="radio"/> NO <input checked="" type="radio"/>

## Employment

Record *your* complete work history in the spaces below. Begin with your current or most recent employer first. Attach as many sheets as is necessary to account for your full record. Be sure to account for gaps in your employment history. Related volunteer experience should also be listed.

### A. CURRENT OR MOST RECENT EMPLOYMENT (or explain gap in employment)

Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_  
Name and title of supervisor \_\_\_\_\_ No. of Employees you supervise \_\_\_\_\_  
Employer or Company \_\_\_\_\_  
Address \_\_\_\_\_  
Date Employed \_\_\_ / \_\_\_ / \_\_\_ Date Separated \_\_\_ / \_\_\_ / \_\_\_ Telephone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Main Duties: \_\_\_\_\_  
\_\_\_\_\_

### B. Next Most Recent Employment (or explain gap in employment)

Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_  
Name and title of supervisor \_\_\_\_\_ No. of Employees you supervise \_\_\_\_\_  
Employer or Company \_\_\_\_\_  
Address \_\_\_\_\_  
Date Employed \_\_\_ / \_\_\_ / \_\_\_ Date Separated \_\_\_ / \_\_\_ / \_\_\_ Telephone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Main Duties: \_\_\_\_\_  
\_\_\_\_\_

### C. Next Most Recent Employment (or explain gap in employment)

Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_  
Name and title of supervisor \_\_\_\_\_ No. of Employees you supervise \_\_\_\_\_  
Employer or Company \_\_\_\_\_  
Address \_\_\_\_\_  
Date Employed \_\_\_ / \_\_\_ / \_\_\_ Date Separated \_\_\_ / \_\_\_ / \_\_\_ Telephone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Main Duties: \_\_\_\_\_  
\_\_\_\_\_

## EDUCATION

### (GIVE COMPLETE EDUCATIONAL HISTORY BELOW)

High School: Name \_\_\_\_\_ Location \_\_\_\_\_

Circle highest school year completed: 1 2 3 4 5 6 7 8 9 10 11 12

If you did not graduate, do you have a High School Equivalency (GED)? YES NO

Education beyond High School	Name and Location	Circle No. Years Completed	Degree Certificate	Major Subject
College or University		1 2 3 4		
Graduate or Professional		1 2 3 4		
Other Education		1 2 3 4		

### Skills and Certifications

Professional License and or Certifications & Special Training	Equipment Skills	Computer or Other Skills

**References**

List three (3) persons living in the United States who are not related to you and who have a definite **knowledge** of your ability to perform the job for which you are applying. **DO NOT REPEAT NAMES OF SUPERVISORS**

(1) Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

(2) Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

(3) Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

**Pre-Employment Authorization (Read Carefully)**

I certify that, to the best of my knowledge and belief. The information given truly represents my background and experience.

I understand that if I have knowingly misrepresented or falsified any of the application information, I may be disqualified for employment consideration or dismissed from employment with Maggie Valley Fire & Rescue Inc.

I authorize my former employer to give any information regarding my employment. I *have* authorized them to release my records and discuss my work performance with representatives of Maggie Valley Fire & Rescue who are investigating the response provided herein.

I understand that proof of my eligibility for employment in the United States must be furnished before I begin work with the Maggie Valley Fire & Rescue.

I understand that North Carolina state law requires male applicants for employment, 18 to 26, to register for military service. By signing below, I certify that I am in compliance with state law.

I understand that my social security number will be kept confidential and used only in accordance with federal, state, and local laws.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Department Use Only**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# PRE-EMPLOYMENT AUTHORIZATION FORM

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I authorize Maggie Valley Fire & Rescue Inc. to perform a Police and Records Check of my background and a Credit Check, if.

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\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature