



APPLICATION FOR EMPLOYMENT
ALBERTA VOLUNTEER FIRE DEPARTMENT, INC.
P.O. Box 178
Alberta, VA 23821-0178

Alberta Volunteer Fire Department, Inc. is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, or veteran status.

PERSONAL:

Name _____ Date of Birth _____
Last First Middle

Address _____
Number & Street City State Zip Code

Position Sought _____ Full Time _____ Part Time _____

Date Available _____ Salary Desired _____ Phone Number _____

Social Security Number _____ Email Address _____

Are you legally eligible for employment in the United States? ☐ Yes ☐ No
(If offered employment, you will be required to provide documentation to verify eligibility.)

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: No. of Yrs Completed (circle one) 1 2 3 4 **Diploma:** ☐ Yes ☐ No **G.E.D.** ☐ Yes ☐ No

School(s) _____ City/State _____

College and/or Vocational School: No. of Yrs Completed (circle one) 1 2 3 4

School(s) _____ City/State _____

Major _____ Degrees Earned _____

Other Training or Degrees:

School(s) _____ City/State _____

Course _____ Degree or Certificate Earned _____

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s) Held _____ State of Virginia License Number _____

License Expiration Date _____ Other Professional Memberships _____

(You need not disclose membership in professional organizations that may reveal information regarding race, color, Creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status, or any other protected status.)

COMPUTER SKILLS:

Office: ☐ MS Windows ☐ MS Excel ☐ MS PowerPoint ☐ MS Access ☐ MS Word
Typing ☐ wpm ☐ Lotus 1-2-3 ☐ Virginia State Bridge/Field Bridge (VPHIB) ☐ GIS
☐ WordPerfect ☐ VFIRS/NFIRS ☐ Firehouse® Software Other _____

Have you ever been employed by the Alberta Volunteer Fire Department, Inc.? ☐ Yes ☐ No
If yes, please state dates of employment _____

RECORD OF CONVICTION:

During the last 10 years, have you been convicted of a crime other than minor traffic offense? ☐ Yes ☐ No

If yes, explain: _____

(A conviction will not necessarily and automatically disqualify your for employment. Rather, such factors as age and date of the conviction, seriousness and nature of the crime, and rehabilitation will be considered.)

EMPLOYMENT: List last employer first, including U.S. Military Service.

May we contact your present employer? ☐ Yes ☐ No

If any employment was under a different name, indicate name _____

Employer _____ **Address** _____

Telephone _____ Position _____ Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

Salary _____ Supervisor _____ Department _____

Duties _____ FT ☐ PT ☐ No. of Hrs. _____

Reason for Leaving _____

Employer _____ **Address** _____

Telephone _____ Position _____ Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

Salary _____ Supervisor _____ Department _____

Duties _____ FT ☐ PT ☐ No. of Hrs. _____

Reason for Leaving _____

Employer _____ **Address** _____

Telephone _____ Position _____ Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

Salary _____ Supervisor _____ Department _____

Duties _____ FT ☐ PT ☐ No. of Hrs. _____

Reason for Leaving _____

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? ____ Yes ____ No

If yes, explain: _____

REFERENCES

Professional

Name _____

Address _____

Phone (_____) _____

Name _____

Address _____

Phone (_____) _____

Personal

Name _____

Address _____

Phone (_____) _____

Name _____

Address _____

Phone (_____) _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Alberta Volunteer Fire Department, Inc. to verify their accuracy and to obtain reference information on my work performance. I hereby release Alberta Volunteer Fire Department, Inc. from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted, that I will fully adhere to the policies, rules and regulations of employment of the Alberta Volunteer Fire Department, Inc. However, I further understand that neither the policies, rules and regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and considered at-will, and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date _____

This employment application is valid for 60 days only.
Consideration for employment after 60 days of receipt by AVFD, will require a new application to be submitted.