



APPLICATION FOR EMPLOYMENT
ALBERTA VOLUNTEER FIRE DEPARTMENT, INC.
P.O. Box 268
Alberta, Virginia 23821-0268

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, disability or handicap, 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 _____ E-mail 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: Number of Years 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.)

This application for employment is good for 60 days only.
Consideration for employment after 60 days requires a new application.

SKILLS:

Office: Data Entry/ ☐ MS Excel ☐ MS PowerPoint ☐ MS Access ☐ MS Word
Typewriter ☐ wpm ☐ Lotus 1-2-3 ☐ CRT ☐ OEMS PPDR
Word Processing ☐ WordPerfect ☐ VFIRS/NFIRS Other _____
Other Software Skills _____

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

RECORD OF CONVICTION:

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

If yes, explain: _____

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of 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
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Telephone _____ Position _____ Dates of Employment: From _____ To _____
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 called for 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, 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 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: _____