

APPLICATION FOR EMPLOYMENT
HELIX RURAL FIRE PROTECTION DISTRICT

This district makes its employment decisions without regard to race, color, sex, national origin, religion, marital status, age, prior industrial injury, or mental or physical handicaps unrelated to job performance. This district does not hire applicants who must smoke while on the job.

This application will be considered only for the specific job applied for. It will not be retained. If you desire to be considered for a position at a future time, you must file a new application.

Job applied for _____ Date _____

Name _____
 (First) (Middle) (Last)

Address _____

Telephone _____ Social Security No. _____

Are you over 18 years of age? _____

It is the district's policy to comply with the provisions of the Immigration Reform and Control Act of 1986 and to hire only authorized workers. If you are hired, you will be asked to provide verification of your work eligibility. The types of verification required may change from time to time as federal regulations are promulgated or amended. Your employment will not be continued if you are unable to or are unwilling to provide the verification requested by the district.

Please describe any education, training, qualifications, or skills that you think are relevant to the position for which you are applying. _____

Have you ever worked for this district before? _____

Date worked _____ Position held _____

How did you become aware of this opening? _____

Previous Work Experience
(Within the last 10 years)

Please list most recent employment first.

1. Company name _____ Telephone No. () _____

Company address _____

Immediate supervisor _____ Dates worked _____

Position held _____ Latest salary _____

Job responsibilities, equipment operated _____

Reason for leaving _____

2. Company name _____ Telephone No. () _____

Company address _____

Immediate supervisor _____ Dates worked _____

Position held _____ Latest salary _____

Job responsibilities, equipment operated _____

Reason for leaving _____

3. Company name _____ Telephone No. () _____

Company address _____

Immediate supervisor _____ Dates worked _____

Position held _____ Latest salary _____

Job responsibilities, equipment operated _____

Reason for leaving _____

May we make inquiries of previous employer? _____

List three persons other than relatives who have known you longer than one year.

References

Name	Address	Occupation

Please sign a "Release and Waiver" form (attached) for each employer and reference listed above.

The nature of our business requires employees to maintain regular attendance and to work day, swing and evening shifts. If for any reason you would not be able to be present regularly during any of these shifts, please indicate which shifts you cannot work regularly.

A job description detailing the functions and duties of the job for which you are applying is attached. Are there any functions or duties listed which you would be unable to perform? If so, please explain.

Please list any criminal convictions (other than traffic infractions) sustained within the last 10 years. You will not be automatically excluded from consideration if you have been convicted of a crime. Your suitability for the position sought will be evaluated based upon the totality of circumstances, such as : the nature of the crime, the timelines of the conviction, or the type of work involved.

In submitting this application for employment, I authorize investigation of all statements contained in it, and it is understood and agreed that any misrepresentation by me in this application may result in cancellation of the application and/or separation from the district's service if I have been employed. I agree that I will undergo a physical examination, at the district's expense, if requested by the district.

In consideration of any employment, I agree to conform to the rules and regulations of the district. My employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the district or myself. I understand that no representative of the district except the board of directors has the authority to enter into any agreement for any specified time or to make any agreement contrary to the foregoing. I certify I have read all of this application and the information I have provided above is true and correct.

Signature _____

RELEASE AND WAIVER

I authorize any person, school, current employer, past employer(s), and organizations named in my application for employment (and accompanying resume, if any) to provide Helix Rural Fire District with relevant information and opinion that may be useful to the district in making a hiring decision, and I release such persons and organizations from any persons and organizations from any legal liability in making such statements.

Date: _____
Signature _____

IMPORTANT – Please read carefully and initial each paragraph before signing.

By my signature and initials placed below, I promise that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment, if discovered at a later date. I agree to immediately notify the district if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending, or during my period of employment, if hired.

_____ Initials

I authorize the investigation of all statements contained in this application (and accompanying resume, if any) and any other person or entity with knowledge of me. I also authorize the district to contact my present employer (unless otherwise noted in this application form), past employers, and listed references. I understand that if my position is one that warrants such an inquiry, the district may request an investigative consumer report from a consumer reporting agency that includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that the investigative consumer report may involve personal interviews with my neighbors, friends, relatives, former employers, schools and others. I also understand that under the Federal Fair Credit Reporting Act I have the right to make a written request to the district, within a reasonable time, for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

_____ Initials

I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form (and accompanying resume, if any) and any other person or entity with knowledge of me to provide the district with any information and opinion which the district regards as useful to it in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements or furnishing any and all information that the district may seek.

_____ Initials