

# Bushkill Township Volunteer Fire Company

## APPLICATION FOR EMPLOYMENT

*Please Print or Type*

This application must be completed in its entirety in order to be considered for employment.

Type of work for which you are applying (Be Specific)

### PERSONAL INFORMATION

Name	Social Security Number	Date
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If you have been employed or attended school under a different name please list

Present Address	City	State	Zip Code	Telephone Home ( ) Work ( )
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Previous Address	City	State	Zip Code
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Are you a citizen or authorized to work full-time in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, please specify date(s) and locations

Preferred work schedule	Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Approximate salary desired

### MILITARY SERVICE

Branch of service	Dates of active duty	Highest rank
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Describe the nature of your duties

### Human Resources use only

### INTERVIEW INFORMATION

Job Code: \_\_\_\_\_  
Status Code: \_\_\_\_\_

Name of Interviewer	Date	Time
Name of Interviewer	Date	Time
Name of Interviewer	Date	Time

**EMPLOYMENT RECORD**

**PRESENT OR LAST EMPLOYMENT**

May we contact your present employer?  Yes  No

Employer		Address		
Title		Immediate Supervisor		Telephone Number (    )
Date Began	Date Left	Starting Salary	Final Salary	Other Compensation

Duties and responsibilities

What did you like most?	What did you like least?
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Reason(s) for leaving or looking to leave?

**PREVIOUS EMPLOYMENT**

Employer		Address		
Title		Immediate Supervisor		Telephone Number (    )
Date Began	Date Left	Starting Salary	Final Salary	Other Compensation

Duties and responsibilities

What did you like most?	What did you like least?
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Reason(s) for leaving

**PREVIOUS EMPLOYMENT**

Employer		Address		
Title		Immediate Supervisor		Telephone Number (    )
Date Began	Date Left	Starting Salary	Final Salary	Other Compensation

Duties and responsibilities

What did you like most?	What did you like least?
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Reason(s) for leaving

**OTHER EMPLOYMENT** *(Include positions held during college or school)*

Name and Address of Employer	Position Held	Employment Dates



**EDUCATIONAL BACKGROUND**

**HIGH SCHOOL**

Name and Location

Years Attended

From

To

Extracurricular activities and offices held

Honors, awards, scholarships

Preferred subjects

Least liked subjects

**COLLEGE**

Last name on transcript (if different)

College/University & Location	Degree	Major/Minor	Dates Attended		Graduation Date Month/Year
			From	To	

Extracurricular activities and offices held

Honors, awards, scholarships

Preferred subjects

Least liked subjects

**Certifications - Please supply copies of your certifications when hired**

EMT Certification: Original Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

EVOC Certification: Cert Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

CPR Certification: Cert Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Haz Mat Certification: Cert Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Other: Cert Name: \_\_\_\_\_ Cert Date: \_\_\_\_\_ Expir Date: \_\_\_\_\_

Membership in professional organizations \_\_\_\_\_

**ACCOMPLISHMENTS AND OBJECTIVES** (This section *MUST* be completed. Attach additional sheet if necessary.)

List highlights of your experiences and accomplishments. What do you value most in your most recent employment experience? What are your expectations in your job? Describe your work ethic.

**REFERENCES** – List professional or academic acquaintances, not friends or relatives

Name	Address	Occupation	Telephone
			Home (    ) Work (    )
			Home (    ) Work (    )
			Home (    ) Work (    )

- **BTVFC** and its subsidiary companies are Equal Opportunity/Affirmative Action Employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, individual disability or veteran status.
  - I understand that **BTVFC** will consider requests for accommodations of physical or mental disabilities at any time before or after employment begins. I understand that the company would appreciate as much advance notice as possible regarding requests for accommodation, and that documentation of the need for accommodation may be required.
  - In compliance with the Immigration Reform and Control Act of 1986, **BTVFC** and its subsidiary companies will hire only U.S. citizens and aliens lawfully authorized to work in the United States. Prior to beginning employment, all new employees will be required to complete Form I-9 Employment Eligibility Verification.
  - In accordance with **BTVFC** commitment to maintain a drug-free workplace, all applicants must submit to a test for drugs. Employment by **BTVFC** is contingent upon successfully passing a urinalysis drug screen.
  - I authorize the company to investigate any and all statements or information contained in this application, and I understand that any omissions, inaccuracies or false statements on this application shall be grounds to deny my application, or, if I am already employed at the time the mis-statement is discovered, grounds for my termination.
  - If I have asked that my current employer not be contacted, I understand that any offer of employment that I receive will be contingent on the company receiving an acceptable verification of the information on this application regarding my current employment.
  - If employed, I will sign the **BTVFC** Employment Agreement, if required of my position, in which I will agree to protect **BTVFC** confidential information. This agreement also sets forth the conditions under which I assign to **BTVFC** the entire right and interest in certain ideas, inventions and other intellectual property developed while in **BTVFC** employ. (I understand that upon request I may obtain a blank copy of this agreement.)
  - I understand that if I am employed by the company, I will be an at-will employee, that I will be required to follow all rules and regulations of the company, and that my employment can be terminated at any time for any reason or I can quit at any time. I acknowledge that no one at the company has promised that I would remain employed for any length of time, and I understand that no one other than an officer of the company is authorized to make such promises.
  - I understand that if I am employed by **BTVFC** or its subsidiaries in a position where I will be driving a company vehicle on a regular basis, any offer of employment that I receive will be contingent on the company verifying that I have an acceptable driving record.
- I have read and understood the above.

**NOTE: BTVFC = Bushkill Township Volunteer Fire Company**

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

Applicant – Do not write in this space

Employed by \_\_\_\_\_ Department \_\_\_\_\_ Job Title \_\_\_\_\_  
Starting Date \_\_\_\_\_ Starting Rate \_\_\_\_\_ Date First Review \_\_\_\_\_  
Shift \_\_\_\_\_ Status:  Full-Time  Flex  Part-Time  New Hire  Retire