

# ORANGE FIRE-RESCUE-EMS

## Application for Employment

### PERSONAL DATA

Name: Last \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Current Address: (Street & Number) \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Preferred Name or Nickname: \_\_\_\_\_

Day Phone Number: ( ) \_\_\_\_\_ Evening Phone Number: ( ) \_\_\_\_\_

How or by whom were you referred? \_\_\_\_\_

Position Desired: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Have you applied here before? Yes \_\_\_ No \_\_\_ If yes, give dates: \_\_\_\_\_

Are you legally authorized to work in the United States: Yes \_\_\_ No \_\_\_

(If hired, you will be required to submit proof of your identity and legal work authorization as a condition of employment)

Do you have any relatives employed by the Town of Orange? Yes \_\_\_ No \_\_\_

If yes, give name and location employed: \_\_\_\_\_

Have you ever been employed by the Town of Orange? Yes \_\_\_ No \_\_\_

If yes, give dates and location employed: \_\_\_\_\_

MA Drivers License # \_\_\_\_\_

### AN EQUAL OPPORTUNITY/DRUG-FREE EMPLOYER

We are an equal opportunity employer and do not discriminate against any applicant because of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, or any other class protected by federal, state or local law.

## EMPLOYMENT DATA

Date Available for work: \_\_\_\_\_ Total hours available per week: \_\_\_\_\_  
Are there any days or hours you are unable or unwilling to work? If yes, specify below:

Do you have transportation to/from work? Yes \_\_\_ No \_\_\_

## EDUCATION

High School: Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Circle highest grade completed: High School 9 10 11 12 College 13 14 15 16 17

Diploma or GED: Yes \_\_\_ No \_\_\_

College (list all whether or not degree was obtained)

Name	Address	Major	Minor	Degree	Grade
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Academic honors, awards, or special recognition

\_\_\_\_\_

Extra curricular activities \_\_\_\_\_

Other night school, correspondence, home study or courses not listed above

\_\_\_\_\_

Do you have any objection to our contacting your previous schools: Yes \_\_\_ No \_\_\_

If yes, please explain: \_\_\_\_\_

**EMPLOYMENT RECORD INFORMATION**

Please complete in full even though you may have a resume'. You may include military service and any verifiable work performed on a volunteer basis.

1.	Current/Last Employer: _____ Type of Business: _____ Address: _____ _____ Supervisor's Name: _____ Co. Phone number: ( ) _____ Duties/Responsibilities: _____ _____	Employment Dates: _____ Job Title: _____ Salary: _____ per _____ Bonus/Incentive: _____ Reason for leaving: _____ May we contact: Yes ___ No ___
2.	Current/Last Employer: _____ Type of Business: _____ Address: _____ _____ Supervisor's Name: _____ Co. Phone Number: ( ) _____ Duties/Responsibilities: _____ _____	Employment Dates: _____ Job Title: _____ Salary: _____ per _____ Bonus/Incentive: _____ Reason for leaving: _____ May we contact: Yes ___ No ___
3.	Current/Last Employer: _____ Type of Business: _____ Address: _____ _____ Supervisor's Name: _____ Co. Phone Number: ( ) _____ Duties/Responsibilities: _____ _____	Employment Dates: _____ Job Title: _____ Salary: _____ per _____ Bonus/Incentive: _____ Reason for leaving: _____ May we contact: Yes ___ No ___
4.	Current/Last Employer: _____ Type of Business: _____ Address: _____ _____ Supervisor's Name: _____ Co. Phone Number: ( ) _____ Duties/Responsibilities: _____ _____	Employment Dates: _____ Job Title: _____ Salary: _____ per _____ Bonus/Incentive: _____ Reason for leaving: _____ May we contact: Yes ___ No ___

**MEDICAL**

I understand that any offer of employment with the Orange Fire Department will be contingent upon my successful completion of any post offer pre-employment physical examination that the Town of Orange may require. I also understand that I may be required to undergo and successfully pass a psychological exam. I also understand and agree that I may be required to undergo and successfully pass screening for alcohol and/or drugs during the hiring process and if employed, as required by the Town.

Signature: \_\_\_\_\_

## REFERENCES

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

### *Professional References*

Please list 3 professional references who can verify your work history and performance. References should not be relatives and at least two must have directly supervised you at some time in your work history.

Please Print:

1. Name of Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Company Name and address  
\_\_\_\_\_

Company phone number including area code and extension \_\_\_\_\_

2. Name of Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Company Name and address  
\_\_\_\_\_

Company phone number including area code and extension \_\_\_\_\_

3. Name of Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Company Name and address  
\_\_\_\_\_

Company phone number including area code and extension \_\_\_\_\_

### *Personal References*

Please list 2 personal references (must not be a relative)

1. Name and address: \_\_\_\_\_

Phone number including area code and extension \_\_\_\_\_

Occupation \_\_\_\_\_ Years acquainted \_\_\_\_\_

How do you know this individual? \_\_\_\_\_

2. Name and address: \_\_\_\_\_

Phone number including area code and extension \_\_\_\_\_

Occupation \_\_\_\_\_ Years acquainted \_\_\_\_\_

How do you know this individual? \_\_\_\_\_

## SECURITY

Read this carefully before answering the following questions:

You may answer "No" if your criminal record consists of only one or more of the following: (a) a sealed record on file with the Commissioner of Probate, (b) a case of delinquency or a child in need of services which did not result in a complaint transferred to Superior Court for criminal prosecution, (c) your crimes were misdemeanors and they occurred five or more years ago, or (d) your misdemeanors were limited to a first offense for drunkenness, simple assault, speeding, minor traffic offenses, disturbance of the peace, or affray.

Have you been convicted of a felony or misdemeanor? Yes \_\_\_ No \_\_\_

If yes, give details including date, location (city), nature of offense and disposition.

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**Note:** A conviction record will not necessarily be a bar to employment.

## SIGNATURE

### READ CAREFULLY BEFORE SIGNING:

1. I understand that the receipt of this application does not imply that I will be employed.
2. The statements and information furnished by me in this application are true and complete. I understand that I will be subject to immediate dismissal or refusal to hire if at any time The Town of Orange discovers any material falsification, omission, or misrepresentation of fact in this application.
3. I authorize the Town of Orange to conduct a background inquiry to verify the statement and information on this application, other documentation that I have provided, and other areas that may include prior employment, consumer credit, criminal convictions, motor vehicle history, and other reports. I authorize all previous employers or other persons who have knowledge of me, or my records, to release such information to the Town of Orange. I hereby release any individual, agency, and The Town of Orange from all claims or liabilities whatever may arise from the disclosure of such information.
4. I understand that I may be required, depending upon my position, to sign a non-compete, confidentiality, and/or business ethics agreement as a condition of my employment.
5. I understand that I will be an employee at will. If hired, I will be free to resign at any time. Likewise, The Town of Orange will have the right to terminate my employment at any time with or without any reason or notice, regardless of the date of payment of my wages or salary. Neither this application, or any other documents given to employees is intended to create, nor should such documents be constructed as creating, an express or implied contract.
6. I understand that by my acceptance of any employment offer, I agree to submit to arbitration any controversy arising out of compensation, employment or termination of employment including Title VII as well as any state claims.

**My signature Certifies That I have read and agree with the above statements.**

**Signature of applicant** \_\_\_\_\_ **Date** \_\_\_\_\_