

TOWN OF BEAUFORT FIRE DEPARTMENT

Employment Application

Applications can be submitted via email to t.turek@beaufortnc.org or delivered to the Beaufort Fire Station at 900 Cedar Street, Beaufort, NC 28516. If you have any questions, please call 252-728-4325.

GENERAL INFORMATION

Name: _____ Date: _____ Position: _____

Street Address: _____ City/State/Zip: _____

Mailing Address: _____ Telephone: _____
(if different from above)

Email Address: _____ Valid Driver's License State/Number/Class: _____

Are you at least 18 years of age? Yes No

Do you have the legal right to work in the United States? Yes No

The Town of Beaufort is an E-verify employer. Federal law requires the identity and employment eligibility of all persons hired.

Have you ever been employed by the Town of Beaufort? Yes No If yes, when and what dept.? _____

Are you related by blood or marriage to any Town of Beaufort employees? Yes No If yes, please provide name, relation, and dept. _____

Have you ever been convicted of a civil or criminal violation of the law, other than a minor traffic violation? Yes No If yes, please explain: _____

Have you ever been convicted of reckless driving or driving under the influence of alcohol or other drugs, OR has your driver's license ever been suspended or revoked as a result of a conviction of a driving violation? Yes No

Convictions are not necessarily grounds for disqualification and a criminal background check is conducted prior to employment.

EDUCATION BACKGROUND

NAME OF INSTITUTION	CITY, STATE	DATES ATTENDED	DID YOU GRADUATE?	DEGREE ATTAINED	MAJOR FIELD OF STUDY
High School(s):			<input type="checkbox"/> Yes <input type="checkbox"/> No	n/a	n/a
If you did not graduate from high school, do you have your GED? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Community/Technical College:			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Associates <input type="checkbox"/> Other:	
Firefighting Academy:			<input type="checkbox"/> Yes <input type="checkbox"/> No	n/a	n/a
4-Year College or University:			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> BA <input type="checkbox"/> BS	
Extension or Correspondence:			n/a		
Graduate School:			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Please list any additional relevant classes or training not included above: _____

MILITARY BACKGROUND

State law prohibits local government from employing anyone who has not complied with Selective Service Registration regulations. All males aged 18-25 are required to register with the federal government in accordance with the Military Selective Service Act. Have you complied with this requirement? Yes No

Have you ever served in the U.S. Military? Yes No *(If yes, please answer the questions below.)*

Branch of service: _____ Dates of active service: _____ Highest rank held: _____

Rank upon discharge: _____

What was the status of your discharge? Honorable Other than Honorable Dishonorable

Are you presently a member of the National Guard or any other reserve unit? Yes No

If yes, what is your unit and location? _____

Please describe your major assignments while on active duty: _____

List any special awards or achievements received during your military service: _____

While in the military, did you receive any training that relates directly to the position of Firefighter? Yes No

If yes, please explain: _____

FIREFIGHTING EXPERIENCE, TRAINING & CERTIFICATIONS

List all North Carolina certifications held and dates received (Examples: Firefighter I, II, EMT, Rescue Technician, Hazardous Materials, etc.):

List all certifications held and dates received from other states:

Have you ever been associated with a professional or volunteer emergency service organization? If so, please explain your involvement. (i.e. positions held, shifts, types of calls.)

EMPLOYMENT HISTORY

Please record your last ten years of employment history as well as any relevant volunteer work. A resume' may be submitted in lieu of completing this section. Resume' attached?: Yes No

Current or Last

Employer and Address: _____

Job Title: _____ Date Hired (mo/yr.): _____ Date Separated (mo/yr.): _____

Yrs/Mths Full Time: _____ Yrs/Mths Part Time: _____

Starting Salary: \$ _____ per _____ Ending Salary: \$ _____ per _____

Reason for Leaving: _____

List Major Duties and Responsibilities: _____

May we contact employer?

Yes No

Supervisor's Name: _____

Phone or Email: _____

Employer Name and Address: _____

Job Title: _____ Date Hired (mo/yr.): _____ Date Separated (mo/yr.): _____

Yrs/Mths Full Time: _____ Yrs/Mths Part Time: _____

Starting Salary: \$ _____ per _____ Ending Salary: \$ _____ per _____

Reason for Leaving: _____

List Major Duties and Responsibilities: _____

May we contact employer?

Yes No

Supervisor's Name: _____

Phone or Email: _____

Employer Name and Address: _____

Job Title: _____ Date Hired (mo/yr.): _____ Date Separated (mo/yr.): _____

Yrs/Mths Full Time: _____ Yrs/Mths Part Time: _____

Starting Salary: \$ _____ per _____ Ending Salary: \$ _____ per _____

Reason for Leaving: _____

List Major Duties and Responsibilities: _____

May we contact employer?

Yes No

Supervisor's Name: _____

Phone or Email: _____

Employer Name and Address: _____

Job Title: _____ Date Hired (mo/yr.): _____ Date Separated (mo/yr.): _____

Yrs/Mths Full Time: _____ Yrs/Mths Part Time: _____

Starting Salary: \$ _____ per _____ Ending Salary: \$ _____ per _____

Reason for Leaving: _____

List Major Duties and Responsibilities: _____

May we contact employer?

Yes No

Supervisor's Name: _____ Phone or Email: _____

Employer Name and Address: _____

Job Title: _____ Date Hired (mo/yr.): _____ Date Separated (mo/yr.): _____

Yrs/Mths Full Time: _____ Yrs/Mths Part Time: _____

Starting Salary: \$ _____ per _____ Ending Salary: \$ _____ per _____

Reason for Leaving: _____

List Major Duties and Responsibilities: _____

May we contact employer?

Yes No

Supervisor's Name: _____ Phone or Email: _____

Employer Name and Address: _____

Job Title: _____ Date Hired (mo/yr.): _____ Date Separated (mo/yr.): _____

Yrs/Mths Full Time: _____ Yrs/Mths Part Time: _____

Starting Salary: \$ _____ per _____ Ending Salary: \$ _____ per _____

Reason for Leaving: _____

List Major Duties and Responsibilities: _____

May we contact employer?

Yes No

Supervisor's Name: _____ Phone or Email: _____

REFERENCES

Please list people such as co-workers, teachers, friends, etc., who have knowledge of your qualifications for the position for which you are applying. Please do not include past supervisors unless they differ from those listed above. Do not list family relatives.

Name: _____ Contact Information (phone or email): _____

Name: _____ Contact Information (phone or email): _____

Name: _____ Contact Information (phone or email): _____

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards and others to furnish whatever detail is available relating to my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed. In addition, I authorize the Town of Beaufort to 1) require a pre-employment drug test, and 2) conduct a Court and Motor Vehicle Records investigation of my background, should this be required as a condition of employment. I understand that if I have knowingly or neglectfully misrepresented, omitted or falsified any information on this application, I may be disqualified for employment consideration or dismissed from employment with the Town of Beaufort.

Signature of Applicant (unsigned applications will not be processed) Date

Equal Opportunity Employer Statement

It is the policy of the Town of Beaufort to foster, maintain and promote equal employment opportunity. The Town shall select employees on the basis of the applicant's qualifications for the job and award them, with respect to compensation and opportunity for training and advancement, including upgrading and promotion, without regard to age, sex, race, color, religion, national origin, disability, political affiliation, or marital status. Applicants with physical disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of duties with or without reasonable accommodation.