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**Prior Events:**

Have you ever been convicted of any law violation, except a minor traffic violation? (A criminal record does not automatically bar employment) Yes  No

Have you ever been disciplined for absenteeism? Yes  No

Have you every been disciplined for tardiness? Yes  No

Explanation to answers given above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Education:**

	<u>Name and Location of School</u>	<u>Date Graduated</u>	<u>Subjects</u>
Grammar School	_____	_____	_____
High School	_____	_____	_____
College	_____	_____	_____
Trade/Business School	_____	_____	_____
Correspondence School	_____	_____	_____

Military Service? Yes  No  Branch \_\_\_\_\_ Date of Discharge \_\_\_\_\_

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**References: List the names of three persons NOT related to you.**

	<b>Name</b>	<b>Address</b>	<b>Business</b>	<b>Phone</b>	<b>Years Known</b>
1.	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

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**Employment Record:** *(Give a complete account of your employment. Begin on the first line with your present or most recent position and work back).*

1. Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Main duties \_\_\_\_\_

Dates employed: From \_\_\_\_\_ to \_\_\_\_\_ Starting pay \_\_\_\_\_ Leaving pay \_\_\_\_\_

Supervisor name: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

What did you like about this job? \_\_\_\_\_

What did you dislike about this job? \_\_\_\_\_

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2. Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Main duties \_\_\_\_\_

Dates employed: From \_\_\_\_\_ to \_\_\_\_\_ Starting pay \_\_\_\_\_ Leaving pay \_\_\_\_\_

Supervisor name: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

What did you like about this job? \_\_\_\_\_

What did you dislike about this job? \_\_\_\_\_

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3. Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Main duties \_\_\_\_\_

Dates employed: From \_\_\_\_\_ to \_\_\_\_\_ Starting pay \_\_\_\_\_ Leaving pay \_\_\_\_\_

Supervisor name: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

What did you like about this job? \_\_\_\_\_

What did you dislike about this job? \_\_\_\_\_

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**Other positions** *(including period of military/public service)*

Employer	Main Duties	From	To	Pay	Reason for leaving
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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Date of last Physical Examination? \_\_\_\_\_

If you are applying for a field position, the following duties are required.

- Heavy lifting
- Prolonged standing
- Overhead reaching
- Ladder climbing
- Working on scaffolding or lifts up to 40 feet in height

Can you meet these requirements? Yes  No

Have you received Workman's Compensation benefits or Veterans' Administration Benefits? Yes  No

1. Which benefit? \_\_\_\_\_

2. Type of injury \_\_\_\_\_

3. Did you fully recover? Yes  No  If no, please explain \_\_\_\_\_

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**Driving Record:**

Do you have a current driver's license? Yes  No

License Number: \_\_\_\_\_ State \_\_\_\_\_ Date of Expiration \_\_\_\_\_

Before we can hire you, we must verify with our insurance company that your driving record is clean and that you hold a current driver's license.

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**Please read and initial each paragraph and sign where indicated at the bottom of the next page.**

\_\_\_\_\_  
(initial) **I hereby declare** that all statements and answers herein are full, complete and true, whether written by my hand or not. I hereby authorize any former employer, physician, hospital or government agency to give any representative of the employing agency all information concerning my past employment, physical history and treatment of any time prior to and including the date of this authorization.

\_\_\_\_\_  
(initial) **I also fully understand** that my precise duties may be extended and/or curtailed from time to time, at the direction of the employer, and that I may be required to use by best efforts to promote the interests of the employer.

\_\_\_\_\_  
(initial) **I fully understand** all statements and questions within the application documents and understand that not answering all questions may, at the option of the employer, void this entire application from any consideration in the selection process.

\_\_\_\_\_  
(initial) **I agree to comply** with the rules of the company as a condition of employment. In the event that company advances me money or other things of value, I agree to repay the company. If any amount is still owing, it may be deducted from my final paycheck.

\_\_\_\_\_  
(initial) **I understand this is a** preliminary application and not a contact to employ me. Furthermore, in the event that I am employed, my employment shall be completely voluntary and may be terminated at will at any time by either myself or the company. I understand that no one other than the company president has the authority to enter into any employment agreement to the contrary.

**Fire Engineering has the following hiring policies:**

\_\_\_\_\_  
(initial) We hire applicants solely based upon merit. We do not discriminate on the basis of union affiliation, race, sex, color, age, national origin, disability or any other protected status.

\_\_\_\_\_  
(initial) No employee is require to pay dues to any labor organization to join our company.

\_\_\_\_\_  
(initial) We hire based on personal contact with individuals, by appointment only, so that we can make sound business judgements as to the most qualified applicants.

\_\_\_\_\_  
(initial) Any applicant who falsifies or omits information on the application is disqualified from being hired. If the employee has been hired before the falsification or omission is discovered, he or she is subject to termination.

\_\_\_\_\_  
(initial) We base our hiring decisions on a variety of factors, including skills and ability to perform the job, prior employment with us, employment references as to character and willingness to work, willingness to accept the offered salary, and personal interviews.

\_\_\_\_\_  
(initial) Full-time employees are expected for work only for us and must state that they will not be employed by any other employer while they work for us.

Signed \_\_\_\_\_ Date \_\_\_\_\_

The appropriate attachment (quiz/test), for the position desired, must accompany this application.