



PO Box 5879 • Tahoe City, California 96145

Phone #: (530) 583-6913 Fax # (530) 583-6909

Website: www.ntfire.net

Application Number \_\_\_\_\_

(For Personnel Use Only)

## APPLICATION FOR EMPLOYMENT

Position For Which Applying :		Date:	
Last Name:		First Name:	Middle Initial:
Physical Address:			
Mailing Address:		Apt #	City: State: Zip Code:
Home Phone:		Work Phone:	E-Mail Address:
Driver's License Number:		State:	Class: Currently Valid? <input type="checkbox"/> Yes <input type="checkbox"/> No
Social Security Number: - -		Are you authorized to work and remain in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Are you able to work the required days/hours for this position as stated on the job posting?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been employed by North Tahoe Fire Department?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If yes, from	to
Position(s) held:		Department:	
Are you related to any North Tahoe Fire Department employee?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, name:		Relationship:	

Have you been convicted (found guilty, or plead guilty or no contest) of any criminal offense? ____Yes ____No	
Please be very careful in completing this section. The Personnel Department will verify this information. The information disclosed will not necessarily bar you from further consideration. This includes any misdemeanors and felonies (i.e., assault, burglary, disorderly conduct, domestic violence, drug-related convictions, Driving Under the Influence (DUI); Driving While Intoxicated (DWI), failure to appear in court, larceny, shoplifting, trespassing, etc.). Such convictions may have resulted in fines, community service, probation or jail/prison time. Applicants are not required to report convictions that have been expunged or sealed by a court of law.	
Offense	Approximate Date (Month/Year)
Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service? ____ Yes ____ No	
If yes, please explain:	

Committed to equal opportunity/affirmative action, reasonable accommodation, and a smoke free/drug free workplace.



**EMPLOYMENT HISTORY:** Show complete experience in each position beginning with your current or last position, including military experience. A resume may be attached, but will not be accepted in lieu of completing the employment record. The amount of experience and the way you describe your experience may determine whether or not you are given further consideration for the position. Attach additional sheets for continuation if necessary, following the same format.

Current Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Street Address: \_\_\_\_\_ # of Employees Supervised: \_\_\_\_\_

City : \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Total Time Employed: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Salary: Starting \$ \_\_\_\_\_ Per \_\_\_\_\_ Ending \$ \_\_\_\_\_ Per \_\_\_\_\_ Supervisor: \_\_\_\_\_

Description of Work:


Reason for Leaving: \_\_\_\_\_ May we contact your current employer?  Yes  No

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Street Address: \_\_\_\_\_ # of Employees Supervised: \_\_\_\_\_

City : \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Total Time Employed: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Salary: Starting \$ \_\_\_\_\_ Per \_\_\_\_\_ Ending \$ \_\_\_\_\_ Per \_\_\_\_\_ Supervisor: \_\_\_\_\_

Description of Work:


Reason for Leaving: \_\_\_\_\_ May we contact this employer?  Yes  No

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Street Address: \_\_\_\_\_ # of Employees Supervised: \_\_\_\_\_

City : \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Total Time Employed: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Salary: Starting \$ \_\_\_\_\_ Per \_\_\_\_\_ Ending \$ \_\_\_\_\_ Per \_\_\_\_\_ Supervisor: \_\_\_\_\_

Description of Work:


Reason for Leaving: \_\_\_\_\_ May we contact this employer?  Yes  No

Employer:		Job Title:			
Street Address:		# of Employees Supervised:			
City :	State:	Zip Code:	Telephone: (     )		
Employment Dates: From:	To:	Total Time Employed:	Years	Months	Hours Per Week:
Salary: Starting \$	Per	Ending \$	Per	Supervisor:	
Description of Work:					
Reason for Leaving:					
May we contact this employer?				[ ] Yes [ ] No	

Please list the names and telephone numbers of three ***professional references*** (co-workers, customers, and/or supervisors other than those listed above) who may be contacted by the North Tahoe Fire Department.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT AGREEMENT**

- I understand that if I am offered a position, I will be required to undergo a physical examination and drug screen, and I hereby authorize any doctor, hospital, clinic, laboratory, or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination, and/or related considerations of reasonable accommodation, or fitness for duty. **I understand that I may not begin employment until the fire department has received the results of my physical examination and drug screen.**
- If hired, I do hereby agree to submit to any and all required drug and/or alcohol testing (as per the department’s Substance Abuse Policy – available in the Personnel Department) and to have test results reported to North Tahoe Fire Department. I release the North Tahoe Fire Department from all liability in obtaining information pursuant to this release.
- If hired, I agree to comply with current department rules and policies and accept that the department may change, add, or withdraw rules and/or policies in the future during the course of my employment.
- If hired, I give the North Tahoe Fire Department permission to conduct a criminal history check on me as part of the employment process.
- I understand that continued employment in a driving position is contingent upon a safe driving record and possession and maintenance of a valid required driver’s license and endorsements.
- I understand that employment in a part-time, temporary, or seasonal position is “at-will” and that I may be terminated at any time.
- I understand that falsifications or omissions of facts are sufficient cause for dismissal if I am hired, regardless of the date of discovery.
- **My signature below acknowledges my understanding and agreement with all conditions as stated.**

\_\_\_\_\_  
Signature of Applicant Date

<b>FOR DEPARTMENT USE ONLY</b>	
MAQ _____	
MSQ _____	Missing _____
NQ _____	Reviewed by: _____

