



## Application for Employment Oakland Fire Department

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### Name

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

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

### Address

Street: \_\_\_\_\_ Apartment/Unit: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Phone / Contact Information

Home: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### Personal Information

Date of Birth: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Drivers License (State & Number): \_\_\_\_\_

Are you a citizen of the United States? ☐ Yes ☐ No - If no, are you authorized to work in the US? ☐ Yes ☐ No

Have you ever worked for the Town of Oakland? ☐ Yes ☐ No  
If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? ☐ Yes ☐ No  
If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? ☐ Yes ☐ No

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? ☐ Yes ☐ No

Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? ☐ Yes ☐ No

Degree: \_\_\_\_\_

### **General Information**

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

Are you applying for: Full Time? ☐ Yes ☐ No      Part Time? ☐ Yes ☐ No  
Volunteer? ☐ Yes ☐ No

What hours / shift are you available for? \_\_\_\_\_

### **References**

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone No. \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone No. \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone No. \_\_\_\_\_

### **Previous Employment**

Company: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your previous employer? ☐ Yes ☐ No

Company: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your previous employer? ☐ Yes ☐ No

\_\_\_\_\_

Company: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your previous employer? ☐ Yes ☐ No

\_\_\_\_\_

Licensures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Certifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If less than honorable, explain: \_\_\_\_\_

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### **Disclaimer and Signature**

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in termination of employment.

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

The Town of Oakland is an equal opportunity employer and does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in employment opportunities and benefits.

### **Overview of the Hiring and Employment Process**

This application is but one part of the hiring and employment process. Other parts may include but are not limited to: an interview, an employment examination or test, and a demonstration of an ability to perform the essential functions of the job for which a person may apply. If you need accommodation in order to complete any part of the hiring and employment process, please call the following phone number (901) 465 – 8523.

Prior to completing this application be sure to read the Job Description of the position for which you are applying. As you complete this application, please keep in mind the following:

- We reserve the right to check all information for accuracy and completeness
- All applications for employment are a matter of public record
- If you need accommodation in order to complete this application, please notify the municipality
- All applicants will be subject to a pre-employment drug screening
- All employees are subject to random drug screening through their employment with the City of Oakland
- All employees will serve a 12-month probationary period, during which time employment may be terminated without cause
- Criminal background checks will be completed on all applicants prior to being hired