



**APPLICATION FOR EMPLOYMENT**  
**ALBERTA VOLUNTEER FIRE DEPARTMENT, INC.**  
P.O. Box 178  
Alberta, VA 23821-0178

Alberta Volunteer Fire Department, Inc. is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, or veteran status.

**PERSONAL:**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number & Street City State Zip Code

Position Sought \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Date Available \_\_\_\_\_ Salary Desired \_\_\_\_\_ Phone Number \_\_\_\_\_

Social Security Number \_\_\_\_\_ Email Address \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No  
(If offered employment, you will be required to provide documentation to verify eligibility.)

**EDUCATION:** Please indicate education or training which you believe qualifies you for the position you are seeking.

**High School:** No. of Yrs Completed (circle one) 1 2 3 4 **Diploma:**  Yes  No **G.E.D.**  Yes  No

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

**College and/or Vocational School:** No. of Yrs Completed (circle one) 1 2 3 4

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Major \_\_\_\_\_ Degrees Earned \_\_\_\_\_

**Other Training or Degrees:**

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Course \_\_\_\_\_ Degree or Certificate Earned \_\_\_\_\_

**PROFESSIONAL LICENSE OR MEMBERSHIP:**

Type of License(s) Held \_\_\_\_\_ State of Virginia License Number \_\_\_\_\_

License Expiration Date \_\_\_\_\_ Other Professional Memberships \_\_\_\_\_

(You need not disclose membership in professional organizations that may reveal information regarding race, color, Creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status, or any other protected status.)

**COMPUTER SKILLS:**

Office:  MS Windows  MS Excel  MS PowerPoint  MS Access  MS Word  
Typing  wpm  Lotus 1-2-3  Virginia State Bridge/Field Bridge (VPHIB)  GIS  
 WordPerfect  VFIRS/NFIRS  Firehouse® Software Other \_\_\_\_\_

Have you ever been employed by the Alberta Volunteer Fire Department, Inc.?  Yes  No  
If yes, please state dates of employment \_\_\_\_\_

**RECORD OF CONVICTION:**

During the last 10 years, have you been convicted of a crime other than minor traffic offense?  Yes  No

If yes, explain: \_\_\_\_\_  
(A conviction will not necessarily and automatically disqualify your for employment. Rather, such factors as age and date of the conviction, seriousness and nature of the crime, and rehabilitation will be considered.)

**EMPLOYMENT:** List last employer first, including U.S. Military Service.

May we contact your present employer?  Yes  No  
If any employment was under a different name, indicate name \_\_\_\_\_

**Employer** \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Mo/Yr Mo/Yr

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Duties \_\_\_\_\_ FT \_\_\_\_\_ PT \_\_\_\_\_ No. of Hrs. \_\_\_\_\_

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

**Employer** \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Mo/Yr Mo/Yr

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Duties \_\_\_\_\_ FT \_\_\_\_\_ PT \_\_\_\_\_ No. of Hrs. \_\_\_\_\_

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

**Employer** \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Mo/Yr Mo/Yr

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Duties \_\_\_\_\_ FT \_\_\_\_\_ PT \_\_\_\_\_ No. of Hrs. \_\_\_\_\_

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

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: \_\_\_\_\_

Have you ever been discharged or asked to resign from a job?    \_\_\_Yes    \_\_\_No

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

**REFERENCES**

**Professional**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_(\_\_\_\_\_)\_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_(\_\_\_\_\_)\_\_\_\_\_

**Personal**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_(\_\_\_\_\_)\_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_(\_\_\_\_\_)\_\_\_\_\_

**APPLICANT'S CERTIFICATION AND AGREEMENT**

**I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Alberta Volunteer Fire Department, Inc. to verify their accuracy and to obtain reference information on my work performance. I hereby release Alberta Volunteer Fire Department, Inc. from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.**

**I understand that, if employed, falsified statements of any kind or omissions of facts on this application shall be considered sufficient basis for dismissal.**

**I understand that should an employment offer be extended to me and accepted, that I will fully adhere to the policies, rules and regulations of employment of the Alberta Volunteer Fire Department, Inc. However, I further understand that neither the policies, rules and regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and considered at-will, and that either I or the Employer may terminate my employment at any time with or without notice or cause.**

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

**This employment application is valid for 60 days only.  
Consideration for employment after 60 days of receipt by AVFD, will require a new application to be submitted.**