



TOLLAND COUNTY MUTUAL AID FIRE SERVICE INC.

56 TOLLAND GREEN P.O. BOX 6 TOLLAND CT. 06084



APPLICATION FOR EMPLOYMENT

Tolland County Mutual Aid Fire Service Inc. (TN) is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law. TN considers applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, marital status, veteran status, sexual orientation or any other legally protected status.

Please answer all questions and print legibly

GENERAL INFORMATION

Name: _____
Last
First
Middle

Address: _____
Street
City
State
Zip Code

Telephone Number(s): _____
Home
Work

Cell

Email

Number of years/months you have resided at above address: _____

Are you either a U.S. citizen or an alien authorized to work in the United States? Yes _____ No _____

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? Yes _____ No _____

If employment is offered, can you produce documentation required by law to establish work authorization and identity? Yes _____ No _____

JOB INFORMATION

Type of work desired? _____

On what date would you be available to work? _____

Are you available to work: Full-time _____ Part-time _____

Hourly Rate/Salary desired? _____

How were you referred to us? _____

Are you currently on "lay-off" status and subject to recall? Yes _____ No _____

Can you work overtime? Yes _____ No _____

Can you travel if your job requires it? Yes _____ No _____

Have you ever applied to TN before, or worked for TN before? Yes _____ No _____

If yes, under what name, dates of employment?

Use the space below to describe your interests and the skills and aptitudes that you feel qualify you for a position at TN. If you need more space, please continue on a separate sheet.

EDUCATION

Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
High School/Prep		9 10 11 12	
College		1 2 3 4	
Graduate/ Professional/ Trade/Business		1 2 3 4	

U.S. Military or Present membership
 Naval Service _____ Rank _____ in National Guard or Reserves _____

List any scholastic honors earned in high school, college or graduate school.

If you did not graduate, explain your reasons for leaving.

Are you planning to pursue further studies? Yes _____ No _____

If yes, where and what courses?

Describe any job-related training received in the United States Military or Naval Service.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any self-employment, summer and part-time jobs, job-related military service assignments and volunteer activities. If you need additional space, please continue on back.

Employer _____ Dates Employed: From _____ To _____

Address _____ Salary: (Start) _____ (End) _____

Telephone Number(s) _____ Job Title _____

Duties/Accomplishments

Supervisor (Name and Title)

Reason for leaving

Employer _____ Dates Employed: From _____ To _____

Address _____ Salary: (Start) _____ (End) _____

Telephone Number(s) _____ Job Title _____

Duties/Accomplishments

Supervisor (Name and Title)

Reason for leaving

Employer _____ Dates Employed: From _____ To _____

Address _____ Salary: (Start) _____ (End) _____

Telephone Number(s) _____ Job Title _____

Duties/Accomplishments

Supervisor (Name and Title)

Reason for leaving

Have you ever been dismissed, involuntarily terminated or forced to resign from employment?

Yes _____ No _____

If yes, please explain:

Describe any specialized training, apprenticeship, computer skills and extra-curricular activities.

State any additional information you feel may be helpful to us in considering your application.

REFERENCES

Give the names of three persons not related to you whom you have known at least one year.

NAME ADDRESS HOME PHONE BUSINESS PHONE

1. _____

2. _____

3. _____

IN CASE OF EMERGENCY PLEASE NOTIFY:

NAME PHONE RELATIONSHIP

1. _____

2. _____

**NOTICE OF BACKGROUND CHECK AND
FAIR CREDIT REPORTING ACT DISCLOSURE**

In making employment-related decisions directly affecting you, TN may conduct a background check. As part of the background check, TN may obtain a "consumer report" from a "consumer-reporting agency." These terms are defined in the Fair Credit Reporting Act ("FCRA"), which applies to you. A consumer report includes information regarding such issues as your credit standing, criminal record, motor vehicle record, character and general reputation.

If TN obtains a "consumer report" about you and if TN considers any information in the "consumer report" when making an employment-related decision that directly and adversely affects you, you will be provided with a copy of the report before the decision is finalized. You may also contact the Federal Trade Commission about your rights under the FCRA as a consumer with regard to "consumer reports" and the "consumer reporting agencies" that prepare these reports.

Solely in order to perform the background check, please provide the following information:

Social Security No.: _____ - _____ - _____

Driver's License No: _____ State: _____

Gun Permit No., if applicable: _____

Former name, if any: _____

Former address, if any:

Street City State Zip Code

AUTHORIZATION TO COLLECT BACKGROUND INFORMATION

I have applied for employment at Tolland County Mutual Aid Fire Service Inc. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. By signing below, I hereby voluntarily authorize TN and its officials, agents and employees to conduct a background check, including obtaining any criminal, civil or administrative records, motor vehicle records, employment records, educational, licensing or regulatory records, credit information and information about my character and general reputation, and to consider the information provided by the background check when making decisions regarding my employment with TN. I release TN, its officials, agents and employees and the providers of any such information or records from any and all liability for damage of whatever kind which may at any time result to me, my heirs or assigns, because of compliance with this authorization, the conduct of this investigation and release of information or any attempt to comply with it. A photocopy or facsimile of this authorization may be accepted in lieu of the original.

Signature

Name (Print)

Date

**NOTICE TO APPLICANTS REGARDING
PRE-EMPLOYMENT DRUG TESTING**

Any individual applying for employment with Tolland County Mutual aid Fire Service Inc. shall submit to a urinalysis drug test as a mandatory part of the employment application process.

This notice serves as a written statement of TN’s intention to conduct such testing as part of the application process. The testing will be conducted by a certified laboratory/testing service selected by TN, in accordance with the procedures required by applicable state and federal regulations.

Tested applicants will be given a copy of any positive test result. All test results shall be considered confidential by TN and shall not be disclosed to the employees of TN, or any other person, other than to those persons for whom such disclosure is necessary. Positive test results, or a refusal to sign this consent form and participate in pre-employment drug testing, shall be grounds for denial of employment.

Arrangements for testing will be made by a representative of TN, in consultation with each applicant. Cooperation in scheduling the testing is important for processing an application.

By signing below, you acknowledge you have thoroughly read the foregoing notice and policy, and you understand and agree that in order to be considered for employment with TN, you will comply in full with TN’s drug testing policy.

Applicant Signature

Date

CRIMINAL BACKGROUND

NOTE:

THIS PORTION OF THE APPLICATION WILL ONLY BE REVIEWED BY TN MANAGEMENT (OR THE PERSON(S) IN CHARGE OF EMPLOYMENT) AND ANYONE INVOLVED IN INTERVIEWING THE APPLICANT

Have you ever been convicted of a crime? Yes _____ No _____

If yes, please give information regarding the nature of the charge, the date and location of conviction and the final disposition of the case:

Applicants are not required to disclose the existence of an arrest, criminal charge or conviction for which records have been “erased.” The types of records subject to erasure under Connecticut law are as follows:

- (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or “nolled”; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon.

Any applicant whose criminal records were erased will be considered to have never been arrested and may so swear under oath.

I understand that the information provided above will not necessarily result in the rejection of my application, but that the nature of the information will be considered as it relates to the performance of the job duties in question and in light of the requirements of state and federal law.

Applicant’s Signature: _____

Date: _____

**AT-WILL EMPLOYMENT DISCLAIMER
AND
APPLICANT'S AGREEMENT AND CERTIFICATION**

I understand that the use of this application form does not indicate that there are any positions open and does not in any way obligate Tolland County Mutual Aid Fire Service Inc. I agree that nothing contained in this application or in the granting of an interview is to be construed as creating any obligation, promise or contract by TN.

I understand that should I be granted an interview, no representations that may be made at the interview are to be construed as creating any obligation, promise or contract on behalf of TN. Further, subject to any applicable collective bargaining agreements, I understand that if I am hired by TN, my employment can be terminated with or without cause, and with or without notice, at any time, for any lawful reason or for no reason at all by me or TN. I understand that no other supervisory, management or any other employee of TN has any authority to make a commitment of guaranteed or continuing employment to me, and no document or publication of TN should be interpreted to make such a guarantee.

If hired, in consideration of my employment, I agree to conform to the policies and procedures of TN, as they may from time to time be implemented or revised.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I may be subject to a drug test and/or a medical examination that I must pass before I commence work.

I have read, understood and agree to the foregoing.

Applicant Signature

Date

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

The following information is requested by the Federal Government in order to monitor our compliance with various Federal civil rights laws. You are not required to furnish this information, but are encouraged to do so. The law requires that we may not discriminate based upon this information, nor whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations, we are required to note the race and sex on the basis of visual observation or surname. This information will not be used in evaluating your application or to discriminate against you in any way.

I do not wish to furnish this information

Ethnicity Hispanic or Latino
 Not Hispanic or Latino

Race/
National American Indian or Alaskan Native
 Asian
Origin Black or African American
 Native Hawaiian or Pacific Islander
 White

Sex Male
 Female

Definitions:

White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black or African American (Not Hispanic or Latino): A person having origins in any of the Black racial groups of Africa.

Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Hispanic or Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

American Indian or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.