



# POPLAR SPRINGS FIRE DEPARTMENT

## EMPLOYMENT APPLICATION

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### Equal Employment Opportunity Statement

The Poplar Springs Fire Department (PSFD) is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, veteran status, or any other protected status under applicable federal, state, or local law.

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### General Information

Completion of this application does not guarantee employment. This application will remain active for 180 days. Applicants may be required to reapply after that period.

PSFD is an **at-will employer**, meaning that either the employee or the department may terminate employment at any time, with or without cause or notice, subject to applicable law.

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### Position Information

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

Position Applied For:  Volunteer  Part-Time  Full-Time

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### Applicant Information

Full Name: \_\_\_\_\_

Current Address:

Street: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

**Permanent Address (if different):**

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**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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## **Eligibility**

Are you at least 18 years of age?  Yes  No

Are you legally authorized to work in the United States?  Yes  No

Will you now or in the future require employment sponsorship?  Yes  No

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## **Driver's License Information**

(Required due to emergency vehicle operation responsibilities)

Driver's License Number: \_\_\_\_\_

State Issued: \_\_\_\_\_

Class: \_\_\_\_\_

CDL Endorsements (if applicable): \_\_\_\_\_

Restrictions (if any): \_\_\_\_\_

*Note: A valid driver's license and driving history may be required as a condition of employment.*

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## **Education**

**High School:** \_\_\_\_\_

Years Completed: \_\_\_\_\_  Diploma  GED

**College/Technical School:** \_\_\_\_\_

Degree/Certification: \_\_\_\_\_

Years Completed: \_\_\_\_\_

**Other Training/Education:**

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**Fire & Emergency Services Training**

List all relevant certifications (attach additional pages if needed):

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*Copies of certifications must be provided and will be verified.*

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**Special Skills**

List any additional skills relevant to the position:

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**Employment History**

(List all employment, including military, volunteer, and self-employment. Start with most recent.)

**Employer:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_ to \_\_\_\_\_  
Position: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**Employer:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ to \_\_\_\_\_  
Position: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**Employer:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_ to \_\_\_\_\_  
Position: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

(Attach additional pages if necessary.)

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## Employment Status

Are you currently employed?  Yes  No

If yes, may we contact your current employer?  Yes  No

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## Criminal History

Have you ever been convicted of a criminal offense (excluding minor traffic violations)?  Yes  
 No

If yes, please explain:

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*A conviction will not automatically disqualify you from employment. All factors, including the nature of the offense, time elapsed, and relevance to the position, will be considered.*

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## References

(Do not include relatives or former employers)

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
  2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
  3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
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## Pre-Employment Requirements

Employment offers may be contingent upon successful completion of:

- Background investigation
- Driving record check
- Drug screening
- Medical evaluation (if required)

All procedures will be conducted in accordance with applicable laws and regulations.

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## Drug & Alcohol Policy Notice

PSFD maintains a drug-free workplace. Applicants receiving a conditional offer of employment may be required to undergo drug and/or alcohol testing in accordance with applicable laws.

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## Background Check Disclosure

PSFD may conduct a background investigation for employment purposes. This may include verification of employment history, education, criminal history, and other job-related information.

A separate written authorization will be obtained before any third-party background check is conducted.

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# Acknowledgment

Please read carefully before signing:

I certify that all information provided in this application is true and complete to the best of my knowledge. I understand that any false or misleading information may result in disqualification from employment or termination if employed.

I understand that submission of this application does not constitute an employment contract.

I acknowledge that, if hired, my employment will be at-will and may be terminated at any time, with or without cause, in accordance with applicable law.

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**Applicant Signature:** \_\_\_\_\_

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

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## (Optional – For Internal Use Only)

Equal Employment Opportunity data may be collected separately for reporting purposes and will not be used in hiring decisions.