



Tahoe Douglas Fire Protection District
PO Box 919, 193 Elks Point Rd, Zephyr Cove, NV 89448
(775) 588-3591 Fax: (775) 588-3046

An Equal Opportunity Employer

EMPLOYMENT APPLICATION

If you believe you require accommodation during the selection process, please contact the Human Resources Department to make appropriate arrangements.

Name: _____ Date: _____

Address (physical & mailing): _____

City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____

Email: _____

Position applying for: _____

How did you learn of the vacancy? _____

Have you applied with the Tahoe Douglas Fire Protection District before?..... Yes No

If yes, list date(s): _____ Position: _____

Have you been previously employed by Tahoe Douglas Fire Protection District? Yes No

If yes, list dates: _____ Position: _____

Are you related to anyone who is currently employed by Tahoe Douglas Fire District? Yes No

If yes, Name: _____ Relationship: _____

If offered employment, when can you be available to begin? _____

What type of employment will you accept? Full-Time Part-Time Temporary/Seasonal

Will you be available for shift work?..... Yes No

Will you be available to work weekends and/or holidays if necessary?..... Yes No

Have you been given a job description or had the requirements of the job explained to you? .. Yes No

Do you understand the job requirements?..... Yes No

Can you perform the essential functions of this job with or without reasonable accommodation? Yes No

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified in the job announcement. If offered employment, can you furnish proof of age? Yes No

After an offer of employment, can you submit verification of your legal right to work in the United States? Yes No

List other names, if any, you have used: _____

EDUCATION RECORD

Did you graduate from high school or receive a GED certificate? Yes No

For positions that require a high school diploma, G.E.D. or college degree; a certified copy certificate will be requested.

School Name	Location	Hours/Credits	Diploma, Degree or Certificate	Major Field of Study
Business/Technical/Vocational 1.				
2.				
Undergraduate College/University 1.				
2.				
Graduate School College/University				

LICENSES

List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

Answer only if position requires.

Do you possess a valid driver's license? Yes No

If so, license expires: _____ State: _____ Class: _____

Restrictions, if any: _____

For positions that require typing: I certify that I can type at a speed of _____ WPM.

In addition to English, list any other language abilities you possess.

Verbal fluency in _____

Written fluency in _____

List any special skills you possess and/or equipment or office machines you can operate.

EMPLOYMENT HISTORY

Provide information regarding all paid employment (include military employment if duties/assignments relate to the job you are applying for). Volunteer work which may be related to the position for which you are applying should also be provided. Describe your most recent position first; then list other relevant position in order. Use a separate block for each position even if with the same employer. Use additional sheets if necessary. Do NOT use references such as "See Résumé" in place of completing this section:

Present Employer: _____

Address: _____

City, State, Zip: _____

Supervisor's

Name/Title: _____

Related Duties: _____

Present Position: _____

From (Mo/Yr): _____ To (Mo/Yr): _____

Full-Time Part-Time

Telephone: _____

Salary: _____

Reason for Applying to TDFPD: _____

Yes No

.....(If

"No" Attach an explanation.)

May we contact your present employer?

Employer: _____
Address: _____
City, State, Zip: _____
Supervisor's
Name/Title: _____
Related Duties: _____

Present Position: _____
From (Mo/Yr): _____ To (Mo/Yr): _____
Full-Time Part-Time
Telephone: _____
Salary: _____

Reason for Leaving: _____
 Yes No
.....(If
"No" Attach an
explanation.)

May we contact this employer?.....

Employer: _____
Address: _____
City, State, Zip: _____
Supervisor's
Name/Title: _____
Related Duties: _____

Present Position: _____
From (Mo/Yr): _____ To (Mo/Yr): _____
Full-Time Part-Time
Telephone: _____
Salary: _____

Reason for Leaving: _____
 Yes No
.....(If
"No" Attach an
explanation.)

May we contact this employer?.....

Please state below any other information that would be helpful in determining your qualifications for this position. You may include significant accomplishments, previous career highlights, or any other relevant information that is not requested in this employment application.

OTHER INFORMATION

Have you ever been convicted of, pled guilty or no contest to, or been granted deferred adjudication for a felony, misdemeanor, (excluding juvenile adjudication), or any lesser crime, other than a minor traffic infraction?..... Yes No

A conviction or guilty plea will not necessarily disqualify you for this job. If yes, list all such offenses and provide date, name of court, and disposition. Omission of information may be considered cause for disqualification from the employment pre-screening process or result in termination of employment.

Have you ever been disciplined in your employment related to workplace violence? Yes No

If yes, please explain.

Do you presently use illegal drugs?..... Yes No

ACKNOWLEDGMENTS:

Please READ ALL of the following statements and INITIAL EACH of the lines to indicate you have read and understand each of the statements. If you have questions, please contact the Human Resources Department.

____ Following an offer of employment, I will be required to submit verification of my legal right to work in the United States.

____ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing by the Human Resources Department. Verbal statements may not be relied upon.

____ This application is the property of TDFPD and will become part of my personnel file if I am hired.

____ I authorize TDFPD to contact any employer or individual that I have listed on my employment application and/or résumé or mentioned during job interviews to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with TDFPD. In addition, I authorize TDFPD to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize TDFPD to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize TDFPD to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.

_____ In exchange for TDFPD's consideration of my employment application, and/or my continued employment with TDFPD, if any, I authorize anyone possessing this information to furnish it to TDFPD upon request, and I release the individual company or institution and all individuals providing the information or acquiring the information including TDFPD, from all claims, liability, and damages whatsoever in furnishing, obtaining, or using said information including, but not limited to, claims of defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

_____ I further understand this consent will apply during the entire course of my employment with TDFPD should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.

_____ I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with TDFPD. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from TDFPD constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related physical examination and drug screening upon conditional offer of employment. I understand that TDFPD is not requesting genetic information from the drug screening or the physical examination and that the person administering the examination should not provide genetic information to TDFPD. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

My signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant: _____ Date: _____
