

APPLICATION FOR EMPLOYMENT – POC DIVISION

**Park Forest Fire Department
156 Indianwood Boulevard
Park Forest, IL 60466
Equal Opportunity Employer**

Please fill out all the entire application, including driver’s license information. Any information left blank may result in an applicant not being considered for the position applied for.

Applicant Information

- 1. Name _____ Position applying for: POC Firefighter

- 2. Address _____
City _____ State _____ Zip Code _____ Home Telephone No. _____

- 3. Previous Address (If at above address less than five years) _____
City _____ State _____ Zip Code _____ From (date) _____ To (date) _____
Home Telephone No. _____ Business Telephone No. _____

- 4. Are you aware this is part time employment? _____ Yes _____ No

- 5. How did you learn of this opening? Ad _____ If so, what publication: _____ Friend _____
Personal inquiry _____ Job Fair _____ Current Village Employee _____ Other _____

- 6. Can you operate an automobile? _____ Driver’s License Number _____ State _____
Has your driver’s license ever been suspended or revoked in any state? _____
Do you have proof of valid automobile insurance? _____ Yes _____ No
Do you have a commercial driver’s license? _____ Yes _____ No If yes, license number _____

Educational Background

Name & location of school	Major (if applicable)	Diploma/Degree?
High School: _____		Yes _____ No _____
College/University: _____		Yes _____ No _____
College/University: _____		Yes _____ No _____
Other Training/Education: _____		Yes _____ No _____

References

List three references: (**not relatives**) who are familiar with your work:

Name _____ Telephone Number _____

Address _____

Name _____ Telephone Number _____

Address _____

Name _____ Telephone Number _____

Address _____

Employment History

Please list your employment history for at least the last five years. Start with your present employer and work backwards.

May we contact your present employer? Yes No

Current or most recent employer _____

Address _____ Telephone Number _____

Date Started _____ Date Left _____ Reason for leaving _____

Name and Title of Supervisor _____

Your Title _____ Duties _____

Previous employer _____

Address _____ Telephone Number _____

Date Started _____ Date Left _____ Reason for leaving _____

Name and Title of Supervisor _____

Your Title _____ Duties _____

Previous employer _____

Address _____ Telephone Number _____

Date Started _____ Date Left _____ Reason for leaving _____

Name and Title of Supervisor _____

Your Title _____ Duties _____

Previous employer _____

Address _____ Telephone Number _____

Date Started _____ Date Left _____ Reason for leaving _____

Name and Title of Supervisor _____

Your Title _____ Duties _____

Miscellaneous Information

In addition to your work history, what other experiences or skills do you possess which qualify you to work for the Village of Park Forest (ex: licenses, certifications, machinery/equipment expertise, fluency in a foreign language, etc...)

Volunteer organizations and work history: _____

Professional organizations: _____

Military experience: Yes No Branch of service: _____ Dates: From To

Type of Discharge: Honorable Other, please explain: _____

Have you ever been a member of another fire department? Yes No If yes please explain:

Are you aware of anything that would cause you to be disqualified for the job in which you are applying? Yes No

If yes, please explain:

Thank you for completing an application for employment with the Village of Park Forest. Applicants are encouraged to submit a resume, work samples and academic records if available. Unsolicited applications will be kept for one year. The applications of those applying for advertised positions will be kept on file for two years.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, any false statements may result in dismissal. I authorize the Village to conduct a background investigation of any of the facts set forth in this application including an assessment of any criminal record. Employment with Park Forest is "at will," meaning that either Park Forest or its employees may terminate employment at any time.

Date _____

Signature _____

Park Forest Fire Department Park Forest, Illinois

Background Information

Information provided here will be used for background checks as required for this position.

1. Full Name: _____
2. Driver's License Number: _____
3. Height: _____
4. Weight: _____
5. Color of Eyes: _____
6. Color of Hair: _____
7. Sex: _____
8. Race: _____
9. Scars, Mark or Tattoos: _____
10. Date of Birth: _____
11. Place of Birth: City: _____
County: _____
State: _____

12. Have you ever been arrested, detained by the police or summoned into court for anything other than traffic violations? If yes, provide details below.

<u>Offense Charged</u>	<u>Police Agency City & State</u>	<u>Date</u>	<u>Disposition of Case</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Traffic Record

1. Has your driver's license ever been suspended or revoked? Yes _____ No _____
If yes, give date(s), location and reasons below.

2. List to the best of your memory all traffic citations you have received, excluding parking tickets.

<u>Month & Year</u>	<u>Charge</u>	<u>City & State</u>	<u>Disposition</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I do hereby certify that there are no willful misrepresentations, omissions, or falsification in the foregoing statements and answers to questions. I am fully aware that any such willful misrepresentation, omissions or falsifications may be grounds for immediate rejection or termination from employment.

Signature of Applicant

Date