

**WORTHINGTON FIRE DEPARTMENT  
9514 FEATHERBELL BLVD.  
PROSPECT, KENTUCKY 40059  
(502) 241-9366**

**EMPLOYMENT APPLICATION**

*An Equal Opportunity/Affirmative Action Employer*

PRINT OR TYPE IN INK. Fill out all sections COMPLETELY and ACCURATELY. Your application will be used as part of the examination process and therefore, should represent your best effort. Unsigned or incomplete applications will not be considered. FALSE answers may lead to rejection of application and/or dismissal. Once submitted, application materials become property of the Worthington Fire Protection District. Attach additional pages if needed. The Worthington Fire Protection District does not accept FAXED applications. Photocopied applications must have an original signature and current date. Please write the letters "NA" (Not Applicable) in those sections, which do not apply, to you. Attach additional pages if needed.

**CURRENT INFORMATION**

(1) Date of Application: \_\_\_\_\_

(2) POSITION DESIRED: \_\_\_\_\_

(3) When will you be available for employment (i.e. immediately, 2 weeks' notice): \_\_\_\_\_

(4) Are you seeking:      Full-time      Part-time      Support Team

(5) NAME: \_\_\_\_\_  
(First)(Last)(Middle)

(6) ADDRESS: \_\_\_\_\_  
Street & No. or P.O. BoxCityStateZip

(7) HOME PHONE #.( ) \_\_\_\_\_ CELL. PHONE #. ( ) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

(8) Are you 18 years of age or older?  Yes  No \_\_\_\_\_

(9) List all other names, including maiden name and nicknames, by which you are known or have been known.

\_\_\_\_\_

(10) List all former addresses you have had during the past five years.

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**GENERAL INFORMATION**

If you need to explain any answers, use the space under EXPLANATIONS near the end of this application.

(11) Check conditions that you are willing to accept.

- Occasional:     night work     weekend work     overtime     rotating shifts     "on-call"  
Regular:         night work     weekend work     overtime     rotating shifts     "on call"  
Frequent:       night work     weekend work     overtime     rotating shifts     "on call"

(12) Have you ever been employed with the Worthington Fire Department?     Yes     No

If YES, when: \_\_\_\_\_

(13) Have you ever applied to the Worthington Fire Department?     Yes     No

If YES, indicate what position and when: \_\_\_\_\_

(14) Are you now or were you previously related in any way to a Fire Department employee?     Yes     No

If YES, give name and relationship: \_\_\_\_\_

(15) Are you able to perform all of the duties of the job you have applied for?     Yes     No

(16) Do you have any allergies or other significant medical conditions     Yes     No

If yes, please describe here \_\_\_\_\_

(17) List all Traffic and criminal convictions:

Charge	Location (City/State)	Date	Disposition of Charge

(18) Have you even been convicted of a felony? If YES, please explain under EXPLANATIONS.     Yes     No

(A "YES" will not automatically disqualify you from consideration.)

(18) Are you an American citizen or do you currently have authorization to work in the U.S.?     Yes     No

(19) Did you receive any of your education or employment experience under another name?     Yes     No

If YES, please explain under EXPLANATIONS.

## **EDUCATION**

### **Provide your complete history**

(20) Indicate highest school year completed: (i.e. 8, 12, 16) \_\_\_\_\_

(21) Name of High School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

(22) Have you received a high school diploma or equivalent? [ ] Yes [ ] No

Education Beyond High School	Name and Location	Attended From				Did You Graduate?	Credit Hours	Degree, Diploma Certificates Earned or No. of Years	Major Minor
		Mo.	Yr.	Mo.	Yr.				
College(s) University(ies)									
Graduate or Professional Schools									
Technical Institutions, Internship, Other									

**(Please provide a copy of your High School Diploma, GED, or High School Transcript with your completed application)**

## **KNOWLEDGE, SKILLS & ABILITIES**

(23) Please list any knowledge, skills or abilities you have that you feel are applicable to the position for which you are applying. Include Skills with equipment or machines you can operate. If you wish consideration for a secretarial/clerical position, indicate typing speed and word processing software packages known and/or used.

- (a) \_\_\_\_\_ (e) \_\_\_\_\_  
 (b) \_\_\_\_\_ (f) \_\_\_\_\_  
 (c) \_\_\_\_\_ (g) \_\_\_\_\_  
 (d) \_\_\_\_\_ (h) \_\_\_\_\_

## **REGISTRATION, LICENSES & CERTIFICATIONS**

(24) If you currently are or have been a KY firefighter please list your KY Firefighter Number: \_\_\_\_\_

(25) List fields of work for which you have been registered, licensed or certified:

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Other: \_\_\_\_\_

**(Please provide a copy of any certifications with your completed application)**

(26) Please list your **VALID DRIVER'S LICENSE NUMBER** and the state in which it was issued. If you do not have a drivers license please put "NONE" in the blank – Number: \_\_\_\_\_ State: \_\_\_\_\_

Expires: \_\_\_\_\_

**(Please provide a copy of your driver's license with your completed application)**

(27) Is your driver's license a Commercial Drivers License? [ ] Yes [ ] No

## **EMPLOYMENT**

Begin with your most recent job and describe in detail each specific job you have had in the last fifteen (15) years. Periods of unemployment should also be noted. Leave no gaps in time sequence. Be sure to list all applicable experience, which qualified you for the position sought. If needed, additional sheets containing the same information and in the same format are acceptable. Include military and related volunteer experience. Be sure to account for gaps in your employment history. **ALL SPACES MUST BE COMPLETED OR MARKED N/A (not applicable). "See attached resume" is NOT acceptable in the duties space. Please attach additional sheets if needed.**

**If you have previous firefighting experience from fire agencies, please list them below. If the position was volunteer, please list VOLUNTEER in the salary section.**

### **A. CURRENT OR MOST RECENT EMPLOYMENT (or explain gap in employment)**

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_  
Date employed \_\_\_\_\_ Date separated \_\_\_\_\_  
Employer or company \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_  
Employer or company address \_\_\_\_\_  
Name and title of most current supervisor \_\_\_\_\_  
Full-time for: Yrs. \_\_\_\_ Mos. \_\_\_\_ Part-time for: Yrs \_\_\_\_ Mos. \_\_\_\_ # of employees supervised by you \_\_\_\_\_  
If you worked part-time, the number of hours worked per week \_\_\_\_\_  
DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING or desiring change \_\_\_\_\_

### **B. CURRENT OR MOST RECENT EMPLOYMENT (or explain gap in employment)**

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_  
Date employed \_\_\_\_\_ Date separated \_\_\_\_\_  
Employer or company \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_  
Employer or company address \_\_\_\_\_  
Name and title of most current supervisor \_\_\_\_\_  
Full-time for: Yrs. \_\_\_\_ Mos. \_\_\_\_ Part-time for: Yrs \_\_\_\_ Mos. \_\_\_\_ # of employees supervised by you \_\_\_\_\_  
If you worked part-time, the number of hours worked per week \_\_\_\_\_  
DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING or desiring change \_\_\_\_\_

### **C. CURRENT OR MOST RECENT EMPLOYMENT (or explain gap in employment)**

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_  
Date employed \_\_\_\_\_ Date separated \_\_\_\_\_  
Employer or company \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_  
Employer or company address \_\_\_\_\_  
Name and title of most current supervisor \_\_\_\_\_  
Full-time for: Yrs. \_\_\_\_ Mos. \_\_\_\_ Part-time for: Yrs \_\_\_\_ Mos. \_\_\_\_ # of employees supervised by you \_\_\_\_\_  
If you worked part-time, the number of hours worked per week \_\_\_\_\_  
DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING or desiring change \_\_\_\_\_

(28) Have you ever had disciplinary action taken against you?  Yes  No  
If YES explain under EXPLANATIONS. (A YES will not automatically disqualify you.)

(29) a). Have you ever been dismissed or forced to resign from any job held?  Yes  No  
b). Were you dismissed or forced to resign for disciplinary reasons?  Yes  No  
If YES to "a" or "b", explain under EXPLANATIONS (A YES will not automatically disqualify you.)

(30) May we contact your present employer for reference prior to an interview (if granted)?  Yes  No  
If you are not currently employed, please check here N/A \_\_\_\_\_. If NO explain under EXPLANATIONS.

(31) Have you ever served in the military?  Yes  No  
If Yes, complete the following:

Dates:	Branch:	Rank at time of Discharge:
From:	To:	

(32) Were you honorably discharged? \_\_\_\_ Yes \_\_\_\_ No  
If NO explain under EXPLANATIONS. (A NO will not automatically disqualify you).

### **REFERENCES**

List the name, address and telephone number of three (3) persons who are not related to you and are not previous employers, who have known you for at least two (2) years.

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How did you learn about this position?

\_\_\_\_ Personal Contact      \_\_\_\_\_ Website      \_\_\_\_\_ TV      \_\_\_\_\_ Outdoor Sign

\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_ Worthington Firefighter (Name of Firefighter) \_\_\_\_\_

### **EXPLANATIONS**

ITEM # \_\_\_\_\_

ITEM # \_\_\_\_\_

ITEM # \_\_\_\_\_

ITEM # \_\_\_\_\_

**Certification and Release (MUST BE SIGNED AND DATED BELOW)**

- To the best of my knowledge and belief, the information given truly represents my background and experience. I understand that if I have knowingly or negligently misrepresented, falsified or omitted any information during the application process, or have made any changes to the format or wording of this application form, I may be disqualified for employment consideration or dismissed from employment with the Fire Department.
- I authorize my current and former employers to give any information regarding my employment, or me whether or not it is on their records. I hereby release them from any damage whatsoever for issuing the same.
- I also authorize educational institutions, which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the Worthington Fire Department and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review the information the Worthington Fire Protection District receives from an employer or educational institution under a promise of confidentiality.
- I also permit the Worthington Fire Protection District to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background.
- I understand that if I apply or have applied for certain jobs, I may be tested for drug and alcohol to determine if I am currently abusing these substances. I consent to the testing and understand that the results could preclude my appointment.
- I understand and acknowledge that should I be employed (paid or volunteer) by the Worthington Fire Protection District, then I serve a one year probation period, as outlined by departmental policy, and I may be terminated at any time with or without cause.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_