



## Maynard Fire Department

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30 Sudbury Street  
Maynard, MA 01754

### Application for Employment Permanent Firefighter/EMT

1. These forms must be legible and printed in blue or black ink by the applicant.
2. All questions must be answered, if applicable. If not applicable, indicate n/a.
3. Failure to answer any and all questions truthfully, accurately, or completely, shall result in the applicant's disqualification, or, if discovered after an individual is hired, termination of employment.
4. If the space provided is not sufficient for complete answers, or you wish to make additional comments, attach sheets the same size as these forms and indicate to which question those sheets pertain.
5. You are applying for a responsible public safety position. It is essential that you follow instructions specifically as directed. Make sure all dates and information are accurate.

I have read and understand the above instructions.

Candidate: \_\_\_\_\_

This application will be held on file for a period of two years.

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



*To The Applicant:* READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, national origin, or disability. Federal Law also prohibits discrimination on the basis of age with respect to certain individuals. The Laws of Massachusetts also prohibit some or all of the above-stated discrimination as well as some additional types, such as discrimination based on ancestry and marital status.

Questions with an asterisk (\*) immediately to the left of the questions are optional. Although the information is useful in our examination of applicants, your decision not to answer any or all of the asterisk questions will not be held against you.

**1. PERSONAL HISTORY**

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Address: \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_ (City/Town) (State) (Zip Code)

How long have you lived at this address? \_\_\_\_\_

Phone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell)

Email preferred to be contacted on \_\_\_\_\_

Phone I prefer to be contacted on (circle one) Home Work Cell

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In chronological order, please state every place you have resided within the past ten years. Include addresses while attending school, if away from home, and all military addresses. (Note: Your present address should be listed on the first line below)

From:		To:		Landlord's Name		
Month	Year	Month	Year	Apt# and Street	City/Town	State and Telephone #

Are you lawfully eligible for employment in the United States? Yes [ ] No [ ]

If you are under the age of 18 or over the age of 70, please state your age. \_\_\_\_\_ years

Have you ever used another name? Yes [ ] No [ ] If yes, please explain.

Do you have a relative in our department? Yes [ ] No [ ] If yes, please give name and relationship:



Do you know any firefighters working in this department?

Yes [ ] No [ ] If yes, name and rank (if known)

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Do you possess a valid driver's license from the Commonwealth of Massachusetts or a Commercial driver's license? Yes [ ] No [ ]

Was your driver's license in this state, or any state ever suspended or revoked? Yes [ ] No [ ] If yes, give details.

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Have you previously submitted an application for employment with this municipality?

Yes [ ] No [ ] If yes - when.

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Have you ever worked for this municipality before?

Yes [ ] No [ ] If yes - when.

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<b>II. Education</b>
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List the name and address of the following schools you attended and the dates of graduation.

School Name and Address	Graduated Yes/No	Number of Years Attended	Degree/Major
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High School

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College

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Graduate

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Courses now studying



Were you ever dismissed from a school or was any disciplinary action, including scholastic probation ever taken against you during your scholastic career?

Yes [ ] No [ ] If yes, give the school, date, and action taken.

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

Action Taken: \_\_\_\_\_

List awards, honors, citations positions held in school organizations, athletic endeavors, and other special recognition you received while attending school. List any special recognition you have received in your community since you left school. *(Exclude those organizations and awards which by their nature, name, or character indicate the religion, race, or national origin of its members).*

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List any special abilities, interests, sports, or hobbies along with degrees of proficiency.

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Indicate your proficiency in any language other than English.

Language      Speak (indicate good, or fluent)      Understand      Read      Write

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Do you have any court judgments pending against you? Yes [ ] No [ ] If yes, give details.

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Have you ever been sued or had your wages garnished? Yes [ ] No [ ] If yes, give details.

**III. EMPLOYMENT HISTORY**

In reverse chronological order, list all employments, (including summer and part-time employment while attending school). All time must be accounted for in the application, if you were not working because of another obligation, please document it. If unemployed for a period, indicate those dates. (Use additional sheets of paper and attach them if necessary). Applicants may also include verifiable work performed on a volunteer basis.

Dates From: (Mo/Yr.) To: (Mo/Yr.)	Name & Address Employment	Rate of Pay		Supervisor's Name and Title
		Start	Finish	
Reason for Leaving: _____				

Dates From: (Mo/Yr.) To: (Mo/Yr.)	Name & Address Employment	Rate of Pay		Supervisor's Name and Title
		Start	Finish	
Reason for Leaving: _____				

Dates From: (Mo/Yr.) To: (Mo/Yr.)	Name & Address Employment	Rate of Pay		Supervisor's Name and Title
		Start	Finish	
Reason for Leaving: _____				



Have you ever been fired or forced to resign because of misconduct or unsatisfactory employment? Yes  No  If yes, give details.

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<b>IV. MILITARY SERVICE</b>
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Have you ever served on active duty in the Armed Forces of the United States?  
Yes  No  if Yes, what was the highest rank attained?

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Branch of Military School	Serial Number	Dates of Active Duty
<hr/>	<hr/>	<hr/>
Type of Discharge	Date of Discharge	Member of Reserve? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Was any disciplinary action taken against you in the Military Service?  
Yes  No  If yes, explain.

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Are you now, or were you formerly in the National Guard or another reserve branch of the Armed Services?

Present       Former       Never

If you are a member of the National Guard and attend drills, meetings, or camps give the name of the unit and location.

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**V. REFERENCES**

List three References (not relatives). References should be former or present employers, fellow employees, school teachers, and responsible adults, who have reputable standing in their community and have known you for at least five (5) years. All persons to whom you refer may be asked to appraise your character, ability and experience, personality, and other qualities.

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

*PLEASE READ THE FOLLOWING CAREFULLY AND SIGN BELOW INDICATING THAT YOU UNDERSTAND AND AGREE TO THE TERMS AS STATED.*

I understand that a physical, which includes a drug screening urinalysis, may be required after an employment offer has been made. I understand that this is not a contract of employment and me, or the Town of Maynard may sever the employment relationship at any time for any reason. Any oral or written statement to the contrary, including any which are made by a City/Town representative, is disavowed and may not be relied upon by any prospective or existing employee.

I also understand the Maynard Fire Department has an established schedule for which I must be available as required. I further understand that any appointment tendered to me will be contingent upon the results of a complete character and fitness investigation, and I am aware that willfully withholding information or making false statements on this application will be the basis for rejection of my application or dismissal from the Department. I agree to these conditions and I hereby certify that all statements made by me on this application are true and complete to the best of my knowledge. I hereby give the Maynard Fire Department authorization to contact any person reasonably related to the character and fitness investigation and to request that an independent credit report is prepared as to my financial condition. I also authorize any person contacted to share





written and oral information which is reasonably related to the public safety position for which I am applying.

I hereby release, discharge, and exonerate this municipality, its agents and representatives, and any person so furnished information, from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, or other information, or investigations made by or on behalf of this municipality. This authority shall continue until revoked in writing by the undersigned.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**COMMONWEALTH OF MASSACHUSETTS**

I, \_\_\_\_\_, being duly sworn, depose and state I am the above-named person. I signed the preceding statement. I have read and printed by hand answers to each and every question therein, and I do solemnly swear that each and every answer is full, true, and correct in every respect.

Signature of Applicant \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public or Commissioner of Deeds

My Commission Expires: \_\_\_\_\_

“IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITIES”

11.

**CREDIT CHECK AUTHORIZATION**

I, \_\_\_\_\_ residing at \_\_\_\_\_

\_\_\_\_\_, Massachusetts authorizes the Maynard Fire Chief

Access to my credit report for pre-employment purposes

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