# POLK COUNTY FIRE DISTRICT NO.1

**APPLICATION FOR EMPLOYMENT**

# 1800 Monmouth St. Independence, OR 97351

**Phone: 503-838-1510**

**Fax: 503-838-1235**

[**www.polk1.org**](http://www.polk1.org/)

**OFFICE ASSISTANT APPLICATION**

Polk County Fire District No.1 is an equal opportunity employer and does not unlawfully discriminate on basis of race, sex, age, color, religion, national origin, marital status, veteran status, disability status or any other basis prohibited by federal, state or local law.

**INSTRUCTIONS:** All pages of this application must be completed. Answer each question fully and accurately. If you need additional space, continue your answers on a separate sheet of paper. No action can be taken on this application until all questions have been answered. **Mail to Polk County Fire District No.1, Attn: Stephanie Hale, 1800 Monmouth St. Independence, OR 97351.**

**NAME:**

LAST FIRST MIDDLE

## ADDRESS:

**MAILING ADDRESS:** (if different)

## CITY, STATE: ZIP:

**EMAIL:**

## Home Phone: Cell Phone:

**EDUCATION HISTORY:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School** | **Name & Location** | **Course of Study** | **Years Completed** | **Degree/Diploma** |
| **High School or GED** |  |  |  |  |
| **College** |  |  |  |  |
| **Graduate** |  |  |  |  |
| **Business** |  |  |  |  |
| **Trade** |  |  |  |  |

**ADDITIONAL TRAINING:** List any other relevant education or certifications, special training, skills, languages or other special job-related skills you may have that are pertinent to the position for which you are applying.

* I am seeking veteran or disabled veteran preference.

To verify and to claim your veteran status, please attach your DD 214/215 to your application before the close date of the recruitment. To use disabled veteran preference, you may need to also provide a copy of your veteran's disability preference letter from the U.S. Department of Veterans Affairs, unless the information is already included in the DD 214/215. Please remember to redact your social security number information on the copy of the form you will be attaching.

## EMPLOYMENT HISTORY:

Beginning with your present or most recent job, describe your work experience, including all non-paid or volunteer work. List any other prior experience related to the duties of the position for which you are applying.

## Employer:

**Address:**

**Supervisors Name: Telephone #**

**Your title: From: To:**

**Duties:**

**Reason for leaving:**

**May we contact your supervisor/employer?  YES  NO**

**Employer:**

**Address:**

**Supervisors Name: Telephone #**

**Your title: From: To:**

**Duties:**

**Reason for leaving:**

**May we contact your supervisor/employer?  YES  NO**

**Employer:**

**Address:**

**Supervisors Name: Telephone #**

**Your title: From: To:**

**Duties:**

**Reason for leaving:**

**May we contact your supervisor/employer?  YES  NO**

**SPECIAL SKILLS, QUALIFICATIONS AND CONSIDERATIONS:**

Summarize special skills and qualifications, volunteer activities, community involvement, employment or other activities related to the job you are seeking.

## REFERENCES:

Please give three references, not relatives or former employers.

Name: Phone Number:

Occupation: Email:

Name: Phone Number:

Occupation: Email:

Name: Phone Number:

Occupation: Email: