

SOUTHERN MANATEE FIRE RESCUE DISTRICT

Administration Center, P.O. Box 20216, Bradenton, FL 34204
 (941)751-7675 Fax (941)751-7694 www.smfr.com



APPLICATION FOR EMPLOYMENT

APPLICANT INFORMATION		Date:
Last Name	First	M.I.
Street Address		Apt/Unit #
City	State	Zip Code
Phone (Home / Cell)	Email Address	
Date Available	Social Security #	
Position Applied For		
Drivers License No. *		State Issued
Drivers License Class	Expiration Date	
* Please attach a legible copy of your Driver's License.		

EMPLOYMENT HISTORY (most recent first)	
Company	Phone
Address	Supervisor
Job Title	Employment to: from:
Responsibilities and Duties	
Reason for Leaving	
Salary	May we contact your employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT HISTORY	
Company	Phone
Address	Supervisor
Job Title	Employment to: from:
Responsibilities and Duties	
Reason for Leaving	
Salary	May we contact your employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

APPLICANT'S NAME _____

DATE _____

EMPLOYMENT HISTORY

Company		Phone	
Address		Supervisor	
Job Title		Employment to:	from:
Responsibilities and Duties			
Reason for Leaving			
Salary	May we contact your employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EDUCATION

High School			
Address			
From	To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree
College			
Address			
From	To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree
Other			
Address			
From	To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree

PERSONAL REFERENCES

Please list three personal references.

Full name		Relationship
Company		Phone
Address		
Full Name		Relationship
Company		Phone
Address		
Full name		Relationship
Company		Phone
Address		

APPLICANT'S NAME _____

DATE _____

BACKGROUND INFORMATION

Have you ever been employed by the Southern Manatee Fire Rescue District?	If yes, when? From _____ To _____
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Reason for leaving?	Position _____
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To the best of your knowledge, have you or anyone in your immediate family worked for an individual or company that provides goods or services to the District?	If yes, when? From _____ To _____
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If yes, provide details.

1) Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
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2) Have you ever been convicted of or pled nolo contendere (no contest) to a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
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3) Have you ever been convicted of or pled nolo contendere (no contest) to a First degree misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
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4) Have you ever been a defendant in a lawsuit involving an intentional tort? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
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5) Are you now on probation? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when? From _____ To _____
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Reason _____

6) Have you had a traffic violation in the last three years? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
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7) Has your driver's license ever been suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
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VETERANS' PREFERENCE INFORMATION*

*Required documentation for Veterans' Preference must accompany this application and be submitted prior to the Application deadline. F.A.C. 55 A- 7.013

Are you a resident of the State of Florida? Yes No

Are you claiming Veterans' Preference? Yes No

VETERANS' PREFERENCE (CHECK ALL APPLICABLE) No – I do not qualify for Veterans' Preference.
 Yes – I am a current employee and qualify for Veterans' Preference
 Yes – I qualify for Veterans' Preference and I have attached my DD214/FDVA required documentation.

If eligible for Veterans' Preference, which Veterans' Preference Category are you claiming? (see attachment regarding Veterans' Preference or FAC 55A-7.008 for description)
 Veterans' Preference Category 1 Veterans' Preference Category 2 Veterans' Preference Category 3
 Veterans' Preference Category 4 Veterans' Preference Category 5 Veterans' Preference Category 6
 Veterans' Preference Category 7

If you selected Veterans' Preference Category 3 Please indicated which war you are a Veteran of:
 WWII: December 7, 1941 thru December 31, 1946 Korean Conflict: June 27, 1950 thru January 31, 1955
 Vietnam Era: February 28, 1961 thru May 7, 1975 Persian Gulf War: August 2, 1990 thru January 2, 1992
 Operation Enduring Freedom: October 7, 2001 to be determined. Operation Iraqi Freedom: March 19, 2003 to be determined
 Operation New Dawn: September 1, 2010 to be determined

IMPORTANT INFORMATION

- 1) Southern Manatee Fire Rescue District does not discriminate on the basis of race, religion, color, sex, age, notional origin, marital status or disability. SMFR gives preference in appointment to qualified Veterans. A job applicant with a disability who requires reasonable accommodation to participate in the application/selection process is required to make known the need for an accommodation to the appropriate District staff members.
- 2) Your application will **not** be considered unless complete answers are provided to all questions on this application. Resumes may be submitted as supplements but cannot be accepted in lieu of any part of this application.
- 3) An employee appointed to fill an established position on a full-time or part-time basis will be given Probationary Status for a period designated for the class. During this probationary period any requirements for license(s), certificate(s) and training as stipulated in the Minimum Qualifications for the class (position description) or Southern Manatee Fire Rescue District's Rules and Regulations must be successfully completed. The probationary period may be extended at management's discretion. Management reserves the right to separate employees in the initial probationary period without the right to procedural due process in accordance with the District's Rules and Regulations.
- 4) Southern Manatee Fire Rescue District makes every effort to accommodate individual preferences. However, work needs, District emergency preparedness (such as hurricanes) and schedule changes may make the following conditions mandatory; overtime, shift work, a rotating work schedule other than Monday through Friday, job reassignments and locations.
- 5) Successful completion of a driver license background check is a requirement for employment. Employment offers to successful candidates are conditional. Candidates given a conditional offer of employment are required to consent to and pass a pre-employment criminal background check, a pre-employment physical examination and a pre-employment substance screening test. A credit report may be required for certain positions. If so, you will be asked to sign a separate release in compliance with the Fair Credit Reporting Act at the time of offer.
- 6) All applicants accepted for employment must be in possession of an official social security card and must have demonstrated their eligibility to work according to Federal Law.
- 7) Certain positions with the Southern Manatee Fire Rescue District may require the applicant to be eligible for bonding, eligibility for bonding will be consideration for determining an applicant's fitness for such position.
- 8) A false answer or a material omission to any question in this application may be grounds for not employing you, or for dismissing you after you begin work, which may negate continuing benefits for which you may otherwise be eligible.
- 9) Applicants that meet the minimum job requirements and qualify for Veterans' Preference that believe they have not been afforded employment preference in accordance with applicable Florida Law, they may file a written complaint requesting an investigation to the Florida law, they may file a written complaint requesting an investigation to the Florida Department of Veterans' Affairs Division of Benefits and Assistance, 9500 Bay Pines Blvd, Room 214, St. Petersburg, Florida 33708. The complaint may be filed within 60 calendar days from the date the applicant receives notice that they were not selected. For more information please see F.A.C. 55A-7: Veterans' Preference in Appointment and 55A-7.016: Enforcement of Preference – Florida Administrative Code.

APPLICANT'S NAME _____

DATE _____

APPLICANT'S AFFIRMATION

I understand that the Southern Manatee Fire Rescue District may verify employment and education credentials at any stage of the hiring process. I hereby give the Southern Manatee Fire Rescue District permission to make a thorough investigation of my entire work and educational records and to verify all other data I have provided, except where otherwise indicated. It is my understanding that this application, by law, will become public record when submitted and that the Fire District cannot guarantee me its confidentiality. I further understand that if employed, other potential employers may contact the Fire District from time to time for job-related information. I hereby authorize the Fire District to provide factual job-related information to potential employers upon request. I have read and understand all of the information and agree to the terms provided herein and I hereby release the Southern Manatee Fire Rescue District and others from any liability which may result from furnishing the information requested above. All requests for information have been completed as fully and accurately as possible and I recognize that any material misrepresentation or pertinent omissions of fact in my application may disqualify me from employment with the Southern Manatee Fire Rescue District.

Signature _____

Dated _____

REF: Employment App (Oct. 2017).doc

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