

**GOFFSTOWN FIRE DEPARTMENT
APPLICATION FOR EMPLOYMENT**

18 CHURCH STREET, GOFFSTOWN, NH 03045
OFFICE (603) 497-3619, FAX (603) 497-5704

EMPLOYMENT HISTORY

Beginning with your most recent employment, list work / experience history for the last 10 years or experience prior to that time which is directly related to the position for which you are applying. Attach additional sheets as necessary. Be sure to include any non-paid experience which is related to the job for which you are applying. Complete the following sections even if you are submitting a resume in addition to this application. An incomplete section may disqualify you. If you have been known by a different name by any of these employers, please identify the employer and the name they knew you by.

Job Title:	Pay Rate:	Job Duties:
Company:	Hours per Week:	
Supervisor Name:	Work Phone:	
Company Address:		
Hire Date: (MM/YY)	End Date: (MM/YY)	
Why did you leave / Why are you leaving?		
Job Title:	Pay Rate:	Job Duties:
Company:	Hours per Week:	
Supervisor Name:	Work Phone:	
Company Address:		
Hire Date: (MM/YY)	End Date: (MM/YY)	
Why did you leave / Why are you leaving?		
Job Title:	Pay Rate:	Job Duties:
Company:	Hours per Week:	
Supervisor Name:	Work Phone:	
Company Address:		
Hire Date: (MM/YY)	End Date: (MM/YY)	
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List or explain any other education, training or experience that would be helpful in rating your ability to perform this position. Please attach copies of all certifications / licenses listed:

CONVICTIONS

Have you ever been convicted of a felony? YES NO Have you been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years? YES NO

If yes, please explain:

List charge(s):

List date(s) of conviction(s):

The GFD is mindful of its obligation to employ qualified persons and its ability under law to consider an applicant's conviction record as it relates to job performance and public trust.

All applicants will be asked to produce a valid criminal records check from all states they have resided in the past three (3) years. All applicants being considered for a position shall complete a LIVESCAN at the time of criminal records check.

REFERENCES

Please list three professional / personal references that have knowledge of your qualifications (no family members):

<p>Name:</p> <p>Company / Occupation:</p> <p>Primary Contact Phone Number:</p> <p>Years Known:</p>	<p>Relationship:</p>
<p>Name:</p> <p>Company / Occupation:</p> <p>Primary Contact Phone Number:</p> <p>Years Known:</p>	<p>Relationship:</p>
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GENERAL DISCLOSURE AND CONSENT AUTHORIZATION – BACKGROUND INFORMATION

References will only be checked for finalists. Current and/or prior employers will be contacted after an applicant has been notified that s/he is a finalist (or application is being processed for employment for the Goffstown Fire Department / Town of Goffstown).

I certify that the information given by me to the Goffstown Fire Department / Town of Goffstown (hereafter referred to as GFD) is true and complete to the best of my knowledge. I understand that falsification of any information on this application will be grounds for elimination from further consideration or, if employed, may result in disciplinary action up to and including immediate dismissal. I further certify that I am not engaged in any outside activity or business that could be considered to be in conflict with the GFD’s operation or interests, nor will I become engaged in such activity or business, if employed.

I, the undersigned applicant for employment with the GFD, in consideration of the review of my employment application, do authorize the GFD to solicit information regarding my character, general reputation, previous employment, and similar job-related background information, and to contact any and all prior employers or references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release the GFD from any liability to future references it may provide regarding my work history at the GFD.

I understand that GFD is a smoke and drug free work place. If employed, I agree to maintain abstinence from tobacco and drug usage while representing the GFD.

If employed, I further agree that if I lose, damage or fail to return any of GFD’s property, GFD is authorized to deduct from my wages sufficient reasonable funds to replace its property.

It is the intention that any copy or reproduction of this signed authorization be as effective as the original.

DATE:

NAME:

(please print)

SIGNATURE:

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**DISCLOSURE AND CONSENT CONCERNING CONSUMER
AND INVESTIGATIVE CONSUMER REPORTS**

This form, which you should read carefully, has been provided to you because the GOFFSTOWN FIRE DEPARTMENT / TOWN OF GOFFSTOWN, NEW HAMPSHIRE may request Consumer Reports and/or Investigative Consumer Reports from a consumer reporting agency. The GOFFSTOWN FIRE DEPARTMENT / TOWN OF GOFFSTOWN, NEW HAMPSHIRE will use any such report(s) solely for the employment-related purposes.

Consumer Reports or Investigative Reports will be obtained from CriminalWatchDog, Inc. (CriminalWatchDog.com) located at 303 Wyman Street, Suite 300, Waltham, MA 02451. They can be contacted at 800-515-8498. Any such reports may contain information bearing on your character, general reputation, and personal characteristics. The types of information that may be obtained include, but are not limited to: social security number, criminal records checks, public court records checks, including civil, driving records, etc. The information contained in these reports may be obtained by CriminalWatchDog.com from private or public record sources including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at CriminalWatchDog.com’s offices in person, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone. CriminalWatchDog.com has trained personnel available to explain your file to you, including coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

You are given a summary copy of the “Summary of Your Rights Under the Fair Credit Reporting Act” prepared pursuant to 15 U.S.C. section 1681 (g)(c). You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights by contacting CriminalWatchDog.com.

CONSENT

I have carefully read and understand this Disclosure and Consent form and, by my signature below, consent to the release of consumer and/or investigative consumer reports, as defined above, to the GOFFSTOWN FIRE DEPARTMENT / TOWN OF GOFFSTOWN, NEW HAMPSHIRE in conjunction with my application for employment. I further understand that any and all information contained in my job application or otherwise disclosed to the GOFFSTOWN FIRE DEPARTMENT / TOWN OF GOFFSTOWN, NEW HAMPSHIRE by me before, during or after my employment, if any, may be utilized for the purpose of obtaining the consumer reports or investigative reports requested by the GOFFSTOWN FIRE DEPARTMENT / TOWN OF GOFFSTOWN, NEW HAMPSHIRE. I understand that if the GOFFSTOWN FIRE DEPARTMENT / TOWN OF GOFFSTOWN, NEW HAMPSHIRE hires me, it may request consumer reports and/or investigative consumer reports about me, as defined above, for employment-related purposes during the course of my employment. I understand that my consent will apply throughout my employment, to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to the GOFFSTOWN FIRE DEPARTMENT / TOWN OF GOFFSTOWN, NEW HAMPSHIRE at any time. This Disclosure and Consent Form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by the GOFFSTOWN FIRE DEPARTMENT / TOWN OF GOFFSTOWN, NEW HAMPSHIRE.

LAST NAME: FIRST: MI:

SOCIAL SECURITY #: DATE-OF-BIRTH (for ID purposes only):

PRESENT ADDRESS:

CITY / STATE / ZIP:

SIGNATURE:

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DRIVING RECORD DISCLOSURE (To be completed with application)

NAME:
(Please print) LAST FIRST MI

*List ALL notices of infractions or traffic citations (other than parking tickets)
which you have received in the past five (5) years:*

State	Month / Year	Type of Infraction
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Infractions or citations will not necessarily remove you from consideration. The Goffstown Fire Department (GFD) will, however, consider your driving record when making employment decisions.

The information provided above is true to the best of my knowledge. I understand that providing false information is cause for elimination in the selection process or dismissal from employment.

SIGNATURE:

DATE:

Applicants, upon notification that references will be checked, will be required to submit a certified copy of their driving record(s) to GFD. Certified driving records may be obtained at authorized NH DMV locations. Other states may have different procedures. Records fees are at the applicant's own expense.

GFD Driving Record Standard:

Applicants for all positions must be at least 18 years of age and will be required to present a valid New Hampshire Operators Drivers License. Driving records of applicant will be checked. Applicants may be disqualified under the following circumstances:

- Any conviction of manslaughter, negligent homicide or any other felony in connection with the operation of a vehicle;
- Any conviction of operating under the influence of liquor, driving while impaired or operating under the influence of drugs within the last five (5) years;
- Conviction of driving while license is suspended, revoked or denied within the last five (5) years;
- Loss of driving privileges due to license being suspended, revoked or denied within the last two (2) years;
- Conviction of three (3) or more moving violations within the last two (2) years; with no more than 1 moving violation and/ or accidents in the past 12 months;
- Two (2) or more accidents within the last two (2) years which show the applicant at fault or primarily at fault;
- Any combination of violations, accidents, etc. which indicate a poor attitude, unsatisfactory, driving skills or general inability to maintain a safe driving record.

SUMMARY OF RIGHTS UNDER FCRA

The Federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

1. You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.

2. You can find out what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identify theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

3. You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

4. You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

5. Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

6. Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

7. Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

8. You must give your consent for reports to be provided to employers, or reports that contain medical information. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. A consumer reporting agency must have your consent to give out medical information about you. Written consent generally is not required in the trucking industry. For more information, go to www.frc.gov/credit.

9. You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at (888)-567-8688.

10. You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

11. Identity theft victims and active military personnel have additional rights. For more information, visit www.ftc.gov/credit.