

Oak Ridge Fire & Rescue Company

Employment Application

Oak Ridge Fire & Rescue Company, Inc. is an equal opportunity employer, and does not discriminate on the basis of race, color, national origin, religion, gender, age, sexual orientation, disability or any other characteristic protected by law.

8325 Linville Rd
Oak Ridge, NC 27310
336-643-3783
www.oakridgencfire.com

Application Directions

Please fill out this form completely and legibly. Failure to provide all information requested may disqualify you from the application process. If you have any questions, please call Gale Long, at 336-643-3783.

Applicant must obtain and turn in the following documents with this application:

Applications submitted without the following documentation will be discarded:

- Copies of applicable certifications (NCOSFM transcript acceptable) and degrees
- Notarized release form

**APPLICATION FOR FULL TIME
EMPLOYMENT WITH
OAK RIDGE FIRE & RESCUE COMPANY**

RELEASE FORM

I, the undersigned, hereby authorize the release of all my personal records of education, employment, medical, criminal, or other information as required by the OAK RIDGE FIRE & RESCUE COMPANY. This release is for the purpose of conducting an investigation of a confidential nature for possible acceptance as an employee with Oak Ridge Fire & Rescue Company.

It is therefore my desire that all persons contacted by the department cooperate fully in this background investigation and supply copies of such records when so requested. It is understood that the original of this request is to be retained in the files of OAK RIDGE FIRE & RESCUE COMPANY.

Signed _____

Subscribed to before me this the

_____ day of _____

Witness my hand and official seal.

Notary Public

My Commission Expires:

PERSONAL INFORMATION

NAME: Last			First		Middle		DATE OF BIRTH	
ADDRESS: Number & Street					CITY		STATE	ZIP CODE
PREVIOUS ADDRESSES IN LAST FIVE YEARS (Use extra page if necessary – Include how long you lived at each residence)								
HOME PHONE			WORK PHONE		CELL OR OTHER PHONE		E-MAIL ADDRESS	
			U.S. CITIZEN?	IF NOT A CITIZEN, LEGAL RESIDENT?		MAIDEN NAME (if applicable)		
						SOCIAL SECURITY NUMBER		
PERSON TO CONTACT IN CASE OF EMERGENCY							CONTACT'S PHONE NUMBER(S)	
CONTACT'S ADDRESS								

EDUCATION AND TRAINING

HIGH SCHOOL GRADUATE? If yes, month and year:	IF NOT A H.S. GRADUATE, HIGHEST GRADE COMPLETED	NAME/LOCATION OF HIGH SCHOOL		GED? If yes, date completed:	
ENTER BELOW ANY COLLEGES, UNIVERSITIES OR TECHNICAL SCHOOLS ATTENDED (Use extra page if necessary)					
Name of School	City/State	Dates Attended	Major	Degree	

FIREFIGHTER / MEDICAL / RESCUE TRAINING

ENTER BELOW ALL FIREFIGHTER, EMT, PARAMEDIC OR OTHER APPLICABLE FIRE/RESCUE SERVICE TRAINING (Use extra page if necessary)				
Type of certification	Date received	Expiration date	Jurisdiction in which received	Additional remarks

PLEASE INCLUDE A COPY OF YOUR DRIVING LICENSE

DRIVING RECORD

N.C. DRIVER'S LICENSE NUMBER (Indicate if you hold an out-of-state license)	CLASS OF LICENSE	ENDORSEMENTS
RESTRICTIONS		

EMPLOYMENT HISTORY

Begin with your most recent employer and work back at least five years. Use an extra page if necessary.

EMPLOYER NAME	YOUR POSITION	DATES EMPLOYED	SUPERVISOR	PHONE NUMBER

Have you ever been dismissed or forced to resign from any position? If yes, please explain:

MILITARY EXPERIENCE

	MILITARY BRANCH	RANK	DATES OF SERVICE

Briefly describe your military job(s) and training.

CRIMINAL HISTORY-

Have you ever been convicted of a felony or misdemeanor requiring imprisonment or a fine in excess of \$50? If yes, explain.	YES	NO
--	-----	----

FIRE /RESCUE DEPARTMENT VOLUNTEER/WORK HISTORY

Have you ever been an applicant or held a position with Oak Ridge Fire & Rescue Company Inc. or any other fire dept. or rescue squad? If yes, please provide information below. Use an extra page if necessary.

NAME OF DEPARTMENT	ADDRESS	SUPERVISOR	DATES OF SERVICE

REFERENCES

(List at least three references. Do not list relatives or past supervisors)

<u>NAME</u>	<u>ADDRESS</u>	<u>CONTACT NUMBER</u>

APPLICANT SIGNATURE

I CERTIFY that all of the statements made in this application are true and correct to the best of my knowledge. I give Oak Ridge Fire & Rescue Company Inc. and its agents the right to investigate all information given, and to secure additional information if necessary. I hereby release from all liability or responsibility all persons, companies or corporations furnishing such information.

I UNDERSTAND that prior to employment I may be required to pass a drug test and will be required to pass a physical examination provided by Oak Ridge Fire & Rescue Company Inc.

I FURTHER understand that completion of this application does not assure me of an interview or a position and does not obligate Oak Ridge Fire & Rescue Company Inc. to me in any way.

I REALIZE that any misleading or incorrect statement or failure to complete any part of this application not prohibited by law may render this application void and if selected for a position would be cause for immediate discharge.

APPLICANTS SIGNATURE

DATE OF APPLICATION

Oak Ridge Fire & Rescue Criminal Background/Driving Record Checks

The Department does not desire to pry into the personal affairs and background of its volunteers/employees and applicants for volunteer/employment positions. However, to comply with the requirements of various insurance institutions, and certification boards with or through whom the Department conducts business, and to protect the funds and services entrusted to us by our citizens, volunteer/employment applicants and existing volunteers/employees of the Department may be subject, from time to time, to a criminal background and /or driving record check. Such potential volunteers/employees and existing volunteers/employees include, without limitation:

- Those with access to the Departments cash accounts;
- Those with access to the Departments general checking accounts;
- Those who handle, transfer, record or are otherwise responsible for the intake or receipt of moneys on behalf of the Department;
- Those who are otherwise likely to have access to citizen's non-public personal information (i.e., social security number, driver's license number, state issued ID numbers, medical records and /or information)
- Those who are likely to operate Department owned and/or operated vehicles
- Those who are likely to operate personally owned vehicles for Department benefit.

When a criminal background/driving record check is required, the following guidelines or procedures will control:

- Criminal background/driving record checks will not be used as an initial screening tool or means to "weed out" potential applicants. Rather, such checks will only be performed during the final phases of the process of consideration and extension of an offer of volunteer membership/employment to an individual.
- Prior to performing, conducting or requesting a criminal background/driving record check, the potential volunteer/employee or existing volunteer/employee will be informed of the upcoming check. Such potential volunteers/employees and existing volunteers/employees are expected to cooperate fully in the performance of such check by accurately reporting, if necessary to complete the search, their date of birth, social security number, driver's license number, prior states and counties of residence, and other names by which they may have been known.
- A complete copy of the results of the criminal background/driving record check will be provided to the potential volunteer/employee or existing volunteer/employee, and the individual will be given an opportunity to dispute or explain any convictions that appear.
- The results of the criminal background/driving record check will be kept confidential.

When a criminal background/driving record check is required and shows a past conviction or convictions on the part of the potential volunteer/employee or existing volunteer/employee, such conviction(s) will be considered and dealt with in accordance with the following guidelines:

- A mere charge or arrest will not be considered unless such charge or arrest was dismissed as a result of a deferred prosecution agreement. If dismissed as a result of deferred prosecution, the charge will be considered as if it were a conviction and will be treated in accordance with the guidelines set forth below.
- For purposes of considering the timeliness of any conviction, the date considered will be the latter of the actual conviction date or, if disclosed, the conclusion of any sentence or probationary period.
- Felony convictions involving identity theft, fraud, obtaining property by false pretense, larceny, embezzlement or other similar crimes, as well as those indicating, showing or reflecting a disregard for the safety of others, during the last ten (10) years may result in the denial of volunteer membership/employment or the termination of one's volunteer membership/employment, subject to the additional provisions set below.

- Misdemeanor convictions involving identity theft, fraud, obtaining property by false pretense, larceny, embezzlement or other similar crimes, as well as those indicating, showing or reflecting a disregard for the safety of others, during the last ten (10) years may result in the denial of volunteer membership/employment or the termination of one's volunteer membership/employment, subject to the additional provisions set below.
- Any conviction for arson, regardless of the age, will automatically result in disqualification and/or termination.
- 3 convictions for traffic infractions, as well as any conviction for driving while impaired or driving while license suspended, may result in the denial of volunteer membership/employment or the termination of one's volunteer membership/employment, subject to the additional provisions set below.

When a criminal background/driving record check is required and shows a past conviction or convictions on the part of the potential volunteer/employee or existing volunteer/employee that are problematic as defined above, the Department will, to the extent possible, take into consideration, without limitation, the following:

- The level of the conviction(s);
- The nature, gravity and age of the conviction
- The absence of other similar or repetitive conviction(s);
- The facts and circumstances surrounding the conviction(s);
- Any explanation provided by the volunteer/employee or prospective volunteer/employee;
- Steps taken by the volunteer/employee or potential volunteer/employee to address the conviction(s), including expunction, counseling and restitution; and
- The potential volunteer/employee's or volunteer/employee's history and performance with the Department or other Departments.

If, after weighing and considering such factors versus the job position and obligations of the Department, the Department concludes that the potential volunteer/employee or existing volunteer/employee cannot be assigned to the position that required the criminal background/driving record check, the Department will consider such individual for other volunteer/employment opportunities within the Department, if such exist.

Volunteers/employee or potential volunteers/employees with questions or concerns regarding this policy are encouraged to see the Fire Chief.

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

IMPORTANT— PLEASE READ CAREFULLY BEFORE SIGNING

This company, *Oak Ridge Fire & Rescue Company Inc.*, “the Company” may request one or more consumer reports or investigative consumer report about you for employment/volunteering purposes including; promotion, assignment, reassignment, retention, or discipline purposes from a third party consumer reporting agency (CRA) such as Edify Administration Professionals, Inc. (*d.b.a. EDIFY Background Screening*).

Edify Administration Professionals, Inc. can be contacted by mail at PO Box 35141 Greensboro, NC 27425; by phone at: 1-888-503-3439; or through their website at: www.edifyscreening.com.

EXPLANATION OF REPORT TYPES:

- A (consumer report) is a written, oral, or other communication about a consumer and may include information about your character, general reputation, personal characteristics, and/or mode of living. Such information may include for example; your criminal history, motor vehicle records (driving records), education or employment history, credit information, or other background checks. *Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying.* You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report.
- An (investigative consumer report) is a consumer report in which information about your character, general reputation, personal characteristics, and/or mode of living is obtained through personal interviews with past employers, friends, neighbors, associates or with others who may have knowledge concerning any such items of information. *In the event an (investigative consumer report) is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).*

According to the Fair Credit Reporting Act (FCRA), before the Organization can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Additionally, before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

By my signature below, I affirm that I have read the above Disclosure.

SIGNATURE

DATE:

AUTHORIZATION CONSENT FOR BACKGROUND INVESTIGATION

IMPORTANT— PLEASE READ CAREFULLY BEFORE SIGNING

I have read and understand the foregoing Disclosure and hereby authorize ***Oak Ridge Fire & Rescue Company Inc.***, to obtain and rely upon (consumer reports) and/or (investigative consumer reports) " from Edify Administration Professionals, Inc. PO Box 35141 Greensboro, NC 27425, (888)503-3439. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, local, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by "Edify Administration Professionals, Inc. PO Box 35141 Greensboro, NC 27425, (888)503-3439, another outside organization acting on behalf of the Company, and/or the Company itself. I understand that by agreeing below, that I am signing the Authorization form directing the background check as described in the disclosure.

By my signature below, I authorize the Company/Organization to obtain "consumer reports" and/or "investigative consumer reports" and to share the information obtained with any person involved in the organization's decision about me.

I also consent to have any legally required notices sent electronically.

Printed Name

SIGNATURE

DATE:

Parent or Legal Guardian Signature

(Required for searches conducted on minors under the age of 18)

DATE:

This organization is an Equal Opportunity Employer. No employee/volunteer or applicant for employment will be discriminated against because of race, color, religion, age, national origin, sex, disability, marital status, veterans' status or the presence of a non-job related medical condition or disability or any other legally protected status in compliance with federal and state equal employment opportunity laws. (Note: The employer is exempt from the religious provision of the Civil Rights Act of 1964 if employer is a religious organization, per Title VII.) Please note the following information will be used by Edify Administration Professionals, Inc., a consumer reporting agency, for background screening purposes only.

BACKGROUND DATA (All fields required)

Last Name First Name Middle Name

Current Address: (City, State, Zip – and country if international)

Date of Birth: Other Names Used (including maiden name)

Social Security Number: Driver's License #: DL Issue State:

CDL or Other Government ID: Mother's Maiden Name *IF* Foreign National:

Email Address: (may be used for official correspondences) Phone Number:

I have the right to make a request to Edify Administration Professionals, Inc., upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which Edify Administration Professionals, Inc., has previously furnished within the two year period preceding my request.

Additionally, I certify that all elements of the personal data I have provided are true, accurate and complete.

Printed Name

SIGNATURE

DATE:

SUMMARY OF RIGHTS: IMPORTANT— PLEASE READ CAREFULLY BEFORE SIGNING

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street. N.W., Washington, D. C. 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

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.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552

- 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.
- You have the right to know 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 identity 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, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **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.
- **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.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **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.
- **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.
- **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.
- **You must give your consent for reports to be provided to employers.** 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. Written consent generally is not required in the trucking industry. For more information, go to

www.consumerfinance.gov/learnmore

- **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 1-888-5-OPTOUT (1-888-567-8688).
- **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.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit

www.consumerfinance.gov/learnmore

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1. a. Banks, savings associations, and credit unions with total assets of over 10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions should list, in addition to the CFPB</p>	<p>a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877)382 - 4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks.</p> <p>b. State member banks, branches and agencies of foreign banks(other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations.</p> <p>d. Federal Credit Unions</p>	<p>Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center PO Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection(OCP) Division of Consumer Compliance and Outreach(DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air Carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590</p>
<p>4. Creditors subject to Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423</p>
<p>5. Creditors Subject to Packers and Stockyards Act 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F St NE Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877)382-4357</p>