

# JOB APPLICATION

## Tax Collector-Administrative Assistant Position

**Hope Valley/Wyoming Fire District**

**P.O. Box 25, 996 Main Street, Hope Valley, Rhode Island 02832  
401-539-2229**

Hope Valley/Wyoming Fire District is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact the District Fire Chief at 401-539-2229.

*Please fill out all of the sections below and return by 3pm, Monday October 2, 2023 to Hope Valley-Wyoming Station 1, 996 Main Street, Hope Valley RI 02832.*

### Applicant Information

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State and Zip**

**Code:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

### Employment Position

**Position(s) applying for:** Firefighter/Maintenance (full time)

How did you hear about this position? \_\_\_\_\_

On what date can you start working if you are hired? \_\_\_\_\_

Salary desired: \_\_\_\_\_

### Personal Information

Have you ever applied to or worked for Hope Valley/Wyoming Fire District before? Yes    No

If yes, when? \_\_\_\_\_

Are you a U.S. citizen or approved to work in the United States? Yes    No

What document can you provide as proof of citizenship or legal status? \_\_\_\_\_

\_\_\_\_\_

Will you consent to a mandatory controlled substance test? Yes No  
 Do you have any condition which would require job accommodations? Yes No  
 If yes, please describe accommodations required below.

---



---

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No  
 If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

---



---

**Job Skills/Qualifications**

Please list below the skills and qualifications you possess for the position for which you are applying:

---



---



---



---

*(Note: Hope Valley/Wyoming Fire District complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional. )*

**Education and Training**

**High School**

Name	Location (City, State)	Year Graduated	Degree Earned

**College/University**

Name	Location (City, State)	Year Graduated	Degree Earned

**Vocational School/Specialized Training**

Name	Location (City, State)	Year Graduated	Degree Earned

**Military:**

Are you a member of the Armed Services? \_\_\_\_\_  
 What branch of the military did you enlist? \_\_\_\_\_  
 What was your military rank when discharged? \_\_\_\_\_

How many years did you serve in the military? \_\_\_\_\_

What military skills do you possess that would be an asset for this position?

\_\_\_\_\_

\_\_\_\_\_

**Previous Employment**

**Employer Name:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Employer Name:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Employer Name:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**References**

Please provide 3 personal and professional reference(s) below:

Reference	Contact Information

**AT-WILL EMPLOYMENT**

The relationship between you and the Hope Valley/Wyoming Fire District is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Hope Valley/Wyoming Fire District. No representative of Hope Valley/Wyoming Fire District has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and the Board of directors.

Applicant  
Signature:

\_\_\_\_\_

Dated:

\_\_\_\_\_