

City of Lumberton
Human Resources Department
P.O. Box 1388
Lumberton, NC 28359

Thank you for your interest in employment with the City of Lumberton Fire Department. When you return your application, we will need copies of the following attached:

1. Social Security Card (HR staff to verify that applicant has a “paper” copy only; do not copy)
2. Birth Certificate
3. High School Diploma or Transcripts
4. DD-214 (if applicable)
5. If you are a resident of a county other than Robeson, a certified copy of a criminal background check from each county of residence must be attached.
6. Driver’s License (HR staff to verify license & number only. Do not copy)

If you have been employed with other Fire Departments, please feel free to attach copies of any certificates or awards received during your tenure.

If you have any questions concerning our application process do not hesitate to contact our office at (910) 671-3832. We will be happy to assist you.

Hiring decisions are made without regard to race, religion, color, sex, age, national origin, or disability.

City of Lumberton Fire Department Application Insert

Dear applicant: _____
(Print Name)

Thank you for your interest in employment with the City of Lumberton Fire Department.

If you have any of the following, please submit a copy with your application:

1. State Certified Firefighter 1, 2, and 3
2. State Certified Driver/Operator
3. State Certified Driver/Operator Aerial
4. State Certified Fire Inspections 1, 2, and 3
5. State Certified EMT or higher
6. Associate or Bachelor Degree

If you are not a state certified EMT or do not have an associate or bachelor's degree, you are required to take the placement test (reading section only) at any community college that administers the TABE test (Locally that is Robeson Community College) A minimum reading score of 12th grade is required. (Another alternative is by providing proof of passing College English Ex. ENG 111 or 112). For those who do not score a 12th grade level, check with the college as some have free tutoring programs. Once you have attained the 12th grade level, you may retest and submit your score to Human Resources. Test scores must be within the past five years.

If you have had prior experience or are currently a member of a volunteer fire department, please complete the following:

Name of Department _____

Years Served _____

If you have any questions, please contact Human Resources at 910-671-3832.

CITY OF LUMBERTON APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: PLEASE READ EACH ITEM CAREFULLY. BE SURE TO GIVE ACCURATE AND COMPLETE INFORMATION. FAILURE TO DO SO MAY RESULT IN THE REJECTION OF YOUR APPLICATION.

A separated completed application must be submitted for each position for which you are applying. **APPLICATIONS ARE ACCEPTED FOR POSTED VACANCIES ONLY.** A resume may be attached in addition to a completed application.

1. _____ 2. Month _____ Day _____ Year _____
Position Applying for: _____ Date of Application: _____

3. _____
Last Name: _____ (Nickname) _____ First _____ Middle Initial _____

4. _____
Address: Street _____ City _____ State _____ Zip Code _____

5. _____ 6. _____
Telephone Number(s) _____ E-mail Address: _____

7. Do you have any relatives employed by the City of Lumberton?

Name: _____ Dept: _____ Relationship: _____

8. Have you been employed with the City before?

If yes, please give position(s) and date(s) of employment

<u>Position Held</u>	<u>Date Employed</u>
_____	_____
_____	_____

9. Are you seeking: Part time Employment Full time Employment

In Accordance with Section 16-129 of the City's Personnel Ordinance, any applicant who is offered a position with the City of Lumberton must submit to a Urinalysis Drug Screening. A Negative result from this screening is a condition of employment. Refusal to submit to the screening or a positive result will be grounds for applicant being denied employment with the City of Lumberton.

10. EDUCATION

Name and Address Of School	Course of Study	Years Completed	Diploma/Degree Year Received
Elementary School			
High School			
University			
Graduate Professional			

11. ADDITIONAL INFORMATION

Describe any equipment that you can operate, specialized training, apprenticeship, skills, and/or extra-curricular activities which are relevant to the job you applying for:

OTHER QUALIFICATIONS

List professional, trade, business, or civic activities and offices held. You may exclude membership which would reveal your gender, race, age, religion, national origin, disability, or other protected status:

SPECIALIZED SKILLS – Check all that apply:

_____ Typewriter/Keyboard Correct WPM	Data Base Programs Type: _____
_____ Calculator	Spread Sheet Programs Type: _____
_____ Computer	Word Processing Type: _____

List any additional Skills or Qualifications:

REFERENCES

List three persons, other than relatives or past employers, **WHO HAVE DEFINITE KNOWLEDGE OF YOUR QUALIFICATIONS OR YOUR CHARACTER.** MAILING ADDRESS AND PHONE NUMBER FOR EACH REFERENCE MUST BE SUBMITTED IN ORDER FOR OUR APPLICATION TO BE PROCESSED.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS	NO. YEARS ACQUAINTED
1. _____	_____	_____
<u>Phone Number</u>	_____	_____
2. _____	_____	_____
<u>Phone Number</u>	_____	_____
3. _____	_____	_____
<u>Phone Number</u>	_____	_____

On what date would be available for work? _____

I understand that, if I am employed, I will be on probation for a period of six months (one year probationary period for Police Officers), and during that time I will be subject to discharge as stated in the City Personnel Ordinance concerning probationary employees.

Signature of Applicant _____ Date: _____

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PLEASE RETURN TO:
City of Lumberton
Human Resources Department
500 N. Cedar Street – P.O. Box 1388
Lumberton, North Carolina 28359
Phone: 910-671-3832 – (No facsimiles please)
Website: www.ci.lumberton.nc.us

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FOR OFFICE USE ONLY:

DATE REQUESTED	COMPLETED	INITIAL
Date Application Received		
Driver's License Verified		
Date of Interview		
Criminal History		
Driver's History		
Reference Letters		
Pre-employment Drug Screen		
Physical Exam		
Pre-employment Psychological		
Agility Test		

Authorization for Release of Records

In order to determine my suitability as a _____, the City of Lumberton Human Resources Director will conduct or cause to be conducted a comprehensive personal background investigation.

I, _____, do hereby authorize any military organization, physician, insurance company, educational institution, governmental agency, bank or credit agency, former or present employer and any other person or entity to furnish to the City of Lumberton Human Resources Director or Designee any and all available information requested pertaining to me. I hereby release any and all persons from any civil or criminal liability whatsoever for releasing information pursuant this Authorization for Release of Records.

Furthermore, I specifically authorize the City of Lumberton Human Resources Director to disclose any information obtained, discovered, or possessed by the City of Lumberton as may be required or authorized by law. I further authorize disclosures by the City of Lumberton Human Resources Director of any information in his possession to the extent that such disclosure is made to another employer as needed or requested for employment purposes. A copy of this authorization and release shall be accepted as authorization for the release of information.

Printed Name (Last, First, M.I.)

Last 4 digits of SS#

Applicant's Signature

Date

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State of North Carolina

County of Robeson

I, _____, a Notary Public in and for said County and State do hereby certify that _____ personally appeared before me this day and acknowledged that due execution of the foregoing instrument in writing for the purposes therein expressed.

Witness my hand and notary seal, this the _____ day of _____, 20____.

Notary Public

My Commission Expires: _____