



# City of Holly Springs

## EMPLOYMENT APPLICATION

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character, general reputation and mode of living.

**This list, however, is not exhaustive of the grounds on which discrimination is prohibited.**

### PERSONAL AND BACKGROUND INFORMATION

Name (Last, First, MI)			
Street Address		Telephone (day) (    )	
City	State	Zip	Telephone (evening) (    )

Position Applying for	Salary Desired
Are you available to work weekends and holidays?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you available to work evenings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How were you referred to the City of Holly Springs?	Have you worked for the City of Holly Springs before? If so, when? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any relatives working for the City of Holly Springs? If so, please list, with relationships.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are you legally eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you age 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No  If Yes, please attach additional page with explanation, including dates charged, penalty assessed or disposition. Applicant is not required to disclose any erased records, charges or convictions. <i>(Conviction is not necessarily a disqualification for employment.)</i>	If you are under 18, please indicate age and date of birth.  Age: _____ Date of Birth: _____  If you are under 18, do you have working papers?  <input type="checkbox"/> Yes <input type="checkbox"/> No

**CITY OF HOLLY SPRINGS  
EMPLOYMENT APPLICATION  
EMPLOYMENT HISTORY**

List all employment in order, beginning with current or most recent. Include military experience if applicable. Do not reference resume. Attach additional pages if necessary.

Employer	Dates of Employment (month, year) From:                      To:	Salary - Wage Start:                      End:
Mailing Address	Position	Type of Organization
City                      State	Duties	
Telephone Number (     )		
Supervisor's Name May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving	

Employer	Dates of Employment (month, year) From:                      To:	Salary - Wage Start:                      End:
Mailing Address	Position	Type of Organization
City                      State	Duties	
Telephone Number (     )		
Supervisor's Name	Reason for Leaving	

Employer	Dates of Employment (month, year) From:                      To:	Salary - Wage Start:                      End:
Mailing Address	Position	Type of Organization
City                      State	Duties	
Telephone Number (     )		
Supervisor's Name	Reason for Leaving	

**REFERENCES**

Please list at least two additional employment references and two personal references that you give permission for us to contact. These people should not be related to you. Please note that if you are offered employment, you will be required to provide three written letters of reference.

Name	Address	Telephone Number	How Long Known?	How Associated?
Employment		(     )		
Employment		(     )		
Employment		(     )		
Personal		(     )		
Personal		(     )		
Personal		(     )		

**CITY OF HOLLY SPRINGS  
EMPLOYMENT APPLICATION  
VOLUNTARY SURVEY INFORMATION FOR AFFIRMATIVE ACTION**

The City of Holly Springs is an Equal Opportunity Employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law.

Applicants are not required to complete this form. We do invite you to voluntarily share this information with us. Your responses will enable us to satisfy the Affirmative Action requirements of Section 503 of the Rehabilitation Act and or as necessitated by other state or federal law or regulation.

Please be assured that our agency appreciates your willingness to voluntarily comply with our request to complete this confidential survey. It will be kept separate from your employment application and will have no bearing on hiring decisions.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Seeking: \_\_\_\_\_

Please check one:     Female                                   Male

Please check one:     Hispanic or Latino                   Black or African-American (not Hispanic or Latino)                   White (not Hispanic or Latino)

Asian (not Hispanic or Latino)                   American Indian or Alaskan Native                   Native Hawaiian or Other Pacific Islander

Two or more Races (not Hispanic or Latino)

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**HOW DID YOU LEARN ABOUT THE POSITION FOR WHICH YOU ARE APPLYING?**

	Location of Posting / Name of Referral Source
_____ Posting	_____
_____ Newspaper Advertisement	_____
_____ Referral	_____
_____ Job Fair / Open House	_____
_____ Walk-in	_____
_____ Other: _____	_____

## ADDITIONAL REQUIREMENTS AND INFORMATION FOR APPLICANTS

All applicants shall attach a copy of their High School Diploma or Equal, and a copy of a Valid Driver License.

The Holly Springs Fire Department Physical Agility Test is designed to meet the physical requirements for employment. The test is broken down into eight events that simulate the physical demands of fire ground operations.

During the test a weighted vest will be worn to simulate the additional equipment worn during firefighting operations. Stair step evolution will be 75 pounds additional and all others the weight is reduced to 50 pounds.

The eight tasks which run successively will be:

1. 3 minute 20 second Stair Climb on a Stair Step Machine
2. Hose Drag and Pull
3. Equipment Carry
4. Ladder Raise and Extension
5. Forcible Entry
6. Confined Space Search and Crawl
7. Dummy Drag
8. Ceiling Breach and Pull

The Holly Springs Physical Ability Test is Pass/Fail Timed Event. Candidate must successfully complete all described tasks.

All participants must wear appropriate clothing for the above described tasks. Long pants (no shorts), and appropriate footwear (no open toed footwear).

An orientation will be presented prior to starting the testing.