



FIREPROOF

Safe. Secure. And there when you need it.

EMPLOYMENT APPLICATION

Fireproof Records Center is committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including but not limited to race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other legally protected basis.

Name _____ Date _____

Address _____

Street Address

City

Ohio

Zip Code

Telephone—Home () _____ Work () _____

Social Security Number _____ - _____ - _____

Position Applying For _____ Date You Can Start _____ Salary Desired _____

Military Service _____

Branch

Rank

Have you been charged with, or convicted of, a misdemeanor and/or felony? _____ Yes _____ No

If you answered yes, please explain giving the nature of, date of and where the incident occurred. A conviction record will not necessarily be a deterrent to employment. _____

EDUCATION

Circle Highest Grade Completed

High School 9 10 11 12 GED

College or University 1 2 3 4

Trade, Business or Graduate School _____

QUALIFICATIONS

List the types of software packages you have used (word processing, accounting, inventory, etc.)

List any equipment or machines you have operated _____

Class of Driver's License you possess _____ Driver's License No. _____

Has your Driver's License ever been suspended? _____ Yes _____ No

If yes, when and for what reason? _____

Do you have any physical characteristics that may affect attendance or performance of duties that are applicable to the position for which you are applying? *EXAMPLES (but not limited to those listed) would be: fear of heights, lifting restrictions, working on a ladder, etc.* If yes, please elaborate.

WORK EXPERIENCE

List your last 3 employers (beginning with current employer or most recent).

From _____ To _____ Salary _____

Type of Employment: Full Time Part Time Summer Temporary

Employer _____

Address _____
Street City State

Position Held _____ Supervisor's Name _____

Reason for leaving _____

List main job responsibilities _____

From _____ To _____ Salary _____

Type of Employment: Full Time Part Time Summer Temporary

Employer _____

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Street City State

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From _____ To _____ Salary _____

Type of Employment: Full Time Part Time Summer Temporary

Employer _____

Address _____
Street City State

Position Held _____ Supervisor's Name _____

Reason for leaving _____

List main job responsibilities _____

WORK EXPERIENCE CONTINUED

List any experience or skills not otherwise listed that would be relevant to potential employment with Fireproof Records Center including volunteer experiences.

I certify that the personal data I have provided in this application is accurate and I understand that the willful withholding of information or falsification of any entry may be the basis for dismissal. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge about me to furnish bearer with any and all information in their possession regarding me in connection with an application for employment. I am willing that a photocopy of this authorization be accepted with the same authority as the original, and I specifically waive any written notice from any present or former employer who may provide information based upon this authorization request. If hired, I will abide by the regulations of my employer.

Print Name

Signature

Date

Once completed, please return to the following:

Cecile Ogg
Fireproof Records Center
P.O. Box FF1 €
Öi[ç^Áöc ÊU @ Á FGH

Phone: (614) 299-2122
Fax: (614) 421-4526
Email: cogg@fireproof.com