



# 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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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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.

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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 form 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.

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Print Name	Signature
	<hr/>
	Date

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Once completed, please return to the following:

Cecile Ogg  
Fireproof Records Center  
P.O. Box 8040  
Columbus, OH 43201  
  
Phone: (614) 299-2122  
Fax: (614) 421-4526  
Email: [cogg@fireproof.com](mailto:cogg@fireproof.com)