



# EMPLOYMENT APPLICATION



An Equal Opportunity Employer  
Visit us on the Web at [www.dacofire.com](http://www.dacofire.com)  
Phone: (806) 763-3119

**Instruction:** Please read the instructions before completing the application. A resume may be attached, but you must complete all spaces on the application to be considered for employment. All information submitted is subject to verification. A false or misleading statement may result in your disqualification. If you are in need of an accommodation to complete this application, please contact the Personnel Director at the address and phone number above. Return your application to the Daco Fire Equipment, 201 Avenue R, Lubbock, Texas 79408.

**POSTION APPLYING FOR:** \_\_\_\_\_ **DATE AVAILABLE FOR WORK:** \_\_\_\_\_

**NAME:** (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

**CURRENT ADDRESS:** (Number & Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

**List any other names used if different from name given on application:** \_\_\_\_\_

**PHONE (Home)** ( ) \_\_\_\_\_ **PHONE (Work)** ( ) \_\_\_\_\_ **Soc. Sec. No.** \_\_\_\_\_

Do you have relatives employed by Daco Fire Equipment? Yes \_\_\_\_\_ No \_\_\_\_\_ **Department:** \_\_\_\_\_

**Relative Names:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Have you ever been employed in any capacity by the Daco Fire Equipment? \_\_\_\_\_ If yes, please indicate:

**Title of Position:** \_\_\_\_\_ **Department:** \_\_\_\_\_ **Date of Employment:** \_\_\_\_\_

Check all types of work you will accept: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_

Minimum salary requirement per month: \$ \_\_\_\_\_

**DRIVER'S LICENSE:** Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**TYPE OF DRIVER'S LICENSE:** \_\_\_\_\_ **CDL ENDORSEMENTS:** \_\_\_\_\_

Have you ever been convicted of a **MISDEMEANOR** or a **FELONY** and/or placed on probation, fined or given a suspended sentence such as deferred adjudication in court? List all cases other than minor traffic violations. PLEASE NOTE: A full disclosure by you is to your advantage as your record does not constitute an automatic bar to employment. Factors such as, but not limited to, age at time of offense(s), recency of offense(s), and as the relationship between the offense(s) and the job(s) for which you apply will be taken into account.

\_\_\_\_\_ If yes, please provide the following:

**Date:** \_\_\_\_\_ **Charge:** \_\_\_\_\_ **City/State:** \_\_\_\_\_ **Disposition:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Charge:** \_\_\_\_\_ **City/State:** \_\_\_\_\_ **Disposition:** \_\_\_\_\_

## EDUCATION & TRAINING

High School or G.E.D. \_\_\_\_\_

College attended	Location	Date from/to	Sem. Hrs.	Major/Minor	Type Degree	Date

If a license, certificate or other authorization is required/related to position for which you are applying, complete the following:

License/Certification(PE,R.N., Attorney, CPA, etc.)	Date Issued	Issued By ( State or Other Authority)	License Number	Location of Issuing Authority(City & State)

**SPECIAL TRAINING:** List Any special training program or courses you have attended which you feel may add to your qualifications. List course, date, and institution (including military training).

COURSE TITLE	DATE	GRANTING INSTITUTION

**SPECIAL SKILLS/QUALIFICATIONS:** List special skills or qualifications(not listed above) you possess which you believe further qualify you for the position for which you are an applicant (include computer languages, types of computers and computer software, word-processing, typing speed, 10-key calculator, specialized equipment or machines, tools, vehicles, heavy equipment, or memberships).

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## EMPLOYMENT HISTORY

In the space provide below, give your employment history beginning with your present or most recent employer. Include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex, national origin, or disability. Must include employment history since leaving high school. Explain breaks in employment. Attach additional pages if necessary. This Section must be completed despite the possible enclosure of a resume.

May we contact your present employer? Yes \_\_\_\_ No \_\_\_\_

1. Employer	Telephone ( )	From	To	Work Performed/Job Title
Address				
Supervisor		Start Salary	Final Salary	
Reason for leaving		\$	\$	
2. Employer	Telephone ( )	From	To	Work Performed/Job Title
Address				
Supervisor		Start Salary	Final Salary	
Reason for leaving		\$	\$	
3. Employer	Telephone ( )	From	To	Work Performed/Job Title
Address				
Supervisor		Start Salary	Final Salary	
Reason for leaving		\$	\$	
4. Employer	Telephone ( )	From	To	Work Performed/Job Title
Address				
Supervisor		Start Salary	Final Salary	
Reason for leaving		\$	\$	
5. Employer	Telephone ( )	From	To	Work Performed/Job Title
Address				
Supervisor		Start Salary	Final Salary	
Reason for leaving		\$	\$	

**Explanation of any periods of unemployment between jobs:**

**GENERAL INFORMATION**

**READ CAREFULLY BEFORE SIGNING**

I the undersigned, certify that I have read and fully understand this form in its entirety and that the information provided is true and complete to the best of my knowledge. I understand that should any statement I have made prove false, misleading, or erroneous, it may result in the rejection of my application or discharge from the Daco Fire Equipment. In submitting this application, I authorize Daco Fire Equipment to verify all data needed to support this application and to obtain references from my present and past employers. I further understand that this application becomes the property of the Daco Fire Equipment and will not be returned.

I also understand that I will have the right to terminate my employment with the Daco at any time without notice and for any reason. I understand that the Daco Fire Equipment has the same right. If required for the position, I also understand that as a condition of employment I will be subject to one or more of the following: driving record check, criminal history investigation, medical examination and/or a pre-employment drug-alcohol screening test. An employment offer received from Daco Fire Equipment is contingent upon information received from any required tests, checks, investigations, or exams.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date Signed**

**WE THANK YOU FOR YOUR INTERST IN EMPLOYMENT WITH DACO FIRE EQUIPMENT.**

***DACO FIRE EQUIPMNET IS AN EQUAL OPPORTUNITY EMPLOYER***

**APPLICATION RETURN PROCESS**

Return your application to the following address:

**Daco Fire Equipment  
201 Avenue R  
Lubbock, Texas 79408**

or E-mail to Avonne Ofenstein at: [aofenstein@dacofire.com](mailto:aofenstein@dacofire.com)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Applicant**

**DACO FIRE EQUIPMENT  
TERMS AND CONDITIONS**

I certify that all of the information provided by me on this application is true, correct and complete. I understand that false or misleading statements, or the omission of any information necessary to make this application complete, may result in the rejection of my application for employment or, if hired, in my dismissal.

I understand that no employment is being offered to me by my completion of this application. I also understand that if I am hired, my employment with Daco Fire Equipment will be "AT WILL." I understand that the phrase "AT WILL" means that Daco Fire Equipment is allowed to change the conditions of my employment, up to and including my involuntary termination, at any time for any reason or for no reason, and similarly, I may resign at any time for any reason or for no reason, I understand that this 'AT WILL' relationship may not be changed, either verbally or by any written document, unless such change is specifically acknowledge in writing by Daco Fire Equipment.

I also understand that nothing contained in this application or in the granting of an interview creates a contract between Daco Fire Equipment and myself, either for employment or for providing of benefits.

I further understand that should I be offered employment, my employment is subject to successful completion of any applicable physical and will and drug screening as permitted by the Americans with Disabilities Act and/or other applicable law.

If I am hired, I agree to abide by all policies and procedures of Daco Fire Equipment.

If I am hired, I agree to return all property of Daco Fire Equipment, including but not limited to, uniforms, tools, and equipment. In this connection, I authorize Daco Fire Equipment to withhold from my wages a sum of money equal to the value of the property not returned.

I hereby authorize Daco Fire Equipment to investigate all facts contained in my application for employment. I also authorize the release of any and all information by my present and past employers, wherever located, which may be required for a reference check. I further authorize all of my previous employers and current employer to give any and all information concerning my employment and any other pertinent information which said employers may have personal or otherwise, and I release all parties from all liabilities for any damages which may result from the furnishing of said information.

I agree that a telephonic facsimile or photographic copy of these Terms and Conditions, including the release, shall be as valid as the original.

**APPLICANT'S ACCEPTANCE:**

I, \_\_\_\_\_, hereby accept these terms and conditions, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(signature of applicant)

**DACO FIRE EQUIPMENT  
AUTHORIZATION FOR BACKGROUND INFORMATION**

I hereby authorize, without reservation, Daco Fire Equipment to investigate, now and during my employment with the City, if applicable, my past employment, education, and activities. I similarly authorize Daco Fire Equipment to request and receive any information concerning me, including but not limited to criminal history, consumer reports, credit reports, and public records, from any persons, entities, schools, companies, corporations, partnerships, associations, credit bureaus, consumer reporting agencies, state agencies, departments of labor, law enforcement agencies, licensing agencies, and from my previous employers.

A “consumer report” refers to any information on an individual’s credit worthiness, credit standing, credit capacity, character, general reputation or personal characteristics. For example, it includes (but is not limited to) a criminal records check.

I further release, discharge, and hold harmless Daco Fire Equipment, Texas and all of its agents, any person, law enforcement agencies, schools, or personal/business entities and their respective officers, directors, employees, representatives, and agents of any kind from any and all claims, liability, damages, and responsibility of whatever kind or nature, arising out of or in connection with any act or omission in any such investigation or compliance with this authorization and request to release information, or any attempt to comply with it. This paragraph applies to any negligence, sole negligence, comparative negligence, concurrent negligence, error, or omission.

I have voluntarily signed this release to assist in the evaluation of my employment qualification and, if employed, to assist in the determination of whether I have violated any Daco Fire Equipment policy or acted adversely to the interests of Daco Fire Equipment. I understand and agree that this means that a background investigation may be conducted by Daco Fire Equipment prior to being offered a position, after being offered a position, and during my employment.

I agree that if any investigation at any time reveals that I provided false information to or omitted information from Daco Fire Equipment (including, but limited to, my application, resume, or interview), then the application process may be halted, any offer of employment may be withdrawn, or if employed, disciplinary action may occur, including termination of employment with Daco Fire Equipment, without liability.

I understand that if Daco Fire Equipment uses information from a consumer report for an adverse action – for example, denying employment to me, or if I am employed, termination my employment – Daco Fire Equipment will take the following two steps:

- (1). Before the adverse action is taken, Daco Fire Equipment will provide a “pre-adverse action disclosure” that includes a copy of the consumer report and an explanation of the law.
- (2). After the adverse action is taken, Daco Fire Equipment will provide an “adverse action notice.” This document will contain the name, address, and telephone number of the consumer reporting agency background check company, a statement that the company did not make the adverse decision but that Daco Fire Equipment did, and a notice that I (the employee) have the right to dispute the accuracy or completeness of any of the information in the report.

I agree that a telephonic facsimile or photographic copy of this release shall be as valid as the original.

I, \_\_\_\_\_, hereby authorize and accept these terms and conditions, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(signature of applicant or employee)