



City of Rocky Mount Fire Department Application Review Checklist

Name: _____ Date: _____

The following items are required and must be submitted with your completed application. The City of Rocky Mount Employment Application Form may be picked up at the City of Rocky Mount Human Resources Department or may be downloaded from the following website: <http://www.rockymountnc.gov/documents/employmentapp.pdf> All applications must be submitted to the City of Rocky Mount Human Resources Department no later than 5pm December 5, 2008 to be considered in the present recruitment and selection process.

- _____ Copy of high school transcripts or GED Certification or Adult Program Diploma
- _____ Copy of **all** college transcripts
- _____ Criminal History Report(s): Obtain from **all** counties and states you have lived in **since 18 years of age**. Veterans must submit a copy of their DD214.
- _____ Driving History Report(s): Obtain from Department of Motor Vehicles (or equivalent) of **all** states in which you have **ever** been licensed to drive.
- _____ Employment Reference Contact Information (**complete** mailing address & phone #)
- _____ Personal Reference Contact Information (**complete** mailing address & phone #)
- _____ Records Release Authorization signed and witnessed (Accomplished after successful completion of the Pre-employment Strength & Agility Physical Assessment Test.

****EXCLUSION OF ANY INFORMATION REQUESTED WITH THE APPLICATION
MAY RESULT IN DISQUALIFICATION OF YOUR APPLICATION.****