



# Melbourne Beach Volunteer Fire Department

## EMPLOYMENT APPLICATION PACKAGE

Fire Station # 58  
507 Ocean Avenue  
Melbourne Beach, FL 32951  
321-724-1736  
[FireChief@MelbourneBeachFL.org](mailto:FireChief@MelbourneBeachFL.org)

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### NOTICE TO APPLICANTS

This application must be completed in its entirety to be considered for employment with the Town of Melbourne Beach. Please type or print legibly in ink. Incomplete, unsigned, or inaccurate applications may result in disqualification from further consideration.

Applicants must clearly demonstrate, within this application, that they meet the minimum qualifications for the position for which they are applying. Information contained in a résumé or other supplemental materials will not be accepted in place of completing any portion of this application. While applicants may submit supplemental materials, the Town's screening committee reserves the right to evaluate applicants solely on the information provided in this application.

The Town of Melbourne Beach is committed to providing equal employment opportunities to all applicants and employees. All qualified applicants will receive full and fair consideration for employment without unlawful discrimination based on age, color, race, religion, national origin, sex, sexual orientation, political affiliation, marital status, or physical or mental disability, or any other protected status under applicable law.

The Town of Melbourne Beach is an **Equal Opportunity Employer**, an **Equal Access Employer**, a **Veterans' Preference Employer** in accordance with Florida law, and a **Drug-Free Workplace**.

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### APPLICATION PROCESS

Because there are a limited number of volunteer and career positions available, selection will be based on character, qualifications, skills, and agency needs. The Fire Chief reviews applications and will contact you to schedule an interview once a position becomes available. After the interview process, candidates will be selected to move forward with the recruitment process including a background investigation, fingerprinting, physical exam, and drug screening.

Completed applications should be submitted in-person at Fire Station #58 (507 Ocean Ave.) or emailed to [FireChief@MelbourneBeachFL.org](mailto:FireChief@MelbourneBeachFL.org). Completed applications are kept on file for a period of one year. If you have any questions or concerns about the application process, please contact the Fire Chief at (321) 724-1736, ext.1



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### POSITION OF INTEREST

- |  |  |
|--|--|
| <input type="checkbox"/> Volunteer Firefighter – Already Certified | <input type="checkbox"/> Fire Captain (full-time)          |
| <input type="checkbox"/> Volunteer Firefighter – Trainee           | <input type="checkbox"/> Driver/Operator (full-time)       |
| <input type="checkbox"/> Volunteer Support Services Member         | <input type="checkbox"/> Fire Inspector (per-diem)         |
| <input type="checkbox"/> Volunteer Administrative Specialist       | <input type="checkbox"/> Fire Maintenance Tech. (per-diem) |

### APPLICANT INFORMATION

Name: \_\_\_\_\_  
*(Last) (First) (Middle)*

Other Names: \_\_\_\_\_  
*(Including nicknames or any other names you have been known by)*

Date Of Birth:        /        /         
*(Month) (Day) (Year)*

Social Security Number: xxx - xx -  
*(Last 4 Only)*

Present Address: \_\_\_\_\_  
*(Number and Street)*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
*(Home) (Work) (Cell)*

\_\_\_\_\_  
*(Best Number To Be Contacted At)*

\_\_\_\_\_  
*(Best Time To Be Contacted)*



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## EMPLOYMENT ELIGIBILITY VERIFICATION

In accordance with the federal Immigration Reform and Control Act of 1986 (IRCA) and applicable State of Florida law, the Town of Melbourne Beach is required to verify the identity and employment authorization of all individuals hired for employment.

Applicants selected for employment will be required to provide original documentation establishing both identity and authorization to work in the United States, as required by federal law, and must complete the federal Employment Eligibility Verification (Form I-9) on or before the first day of employment.

Employment with the Town of Melbourne Beach is contingent upon successful verification of identity and legal authorization to work in the United States. The Town complies with all applicable federal and state employment eligibility verification requirements, including participation in E-Verify when required by law.

### Are you one of the following?

U.S. Citizen     Lawful Permanent Resident     Refugee     Temporary Resident

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## MILITARY SERVICE

### Are you a U.S. Armed Forces Veteran?

Yes     No

- Branch of Service: \_\_\_\_\_
- Rank: \_\_\_\_\_
- Type of Discharge: \_\_\_\_\_

### Are you claiming Veterans' Preference per Florida Statute 295.07?

Yes     No

*(If yes, attach FDVA Form VP-1 and DD-214.)*



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### PRIOR ADDRESS HISTORY

Please list all prior addresses at which you have resided during the past five (5) years.

1. Previous Address: \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_  
(City) (State) (Zip)

\_\_\_\_\_  
(Time you have resided there) Were you renting?  YES  NO

\*IF RENTING: \_\_\_\_\_  
(Landlords Name) (Landlords Phone Number)

2. Previous Address: \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_  
(City) (State) (Zip)

\_\_\_\_\_  
(Time you have resided there) Were you renting?  YES  NO

\*IF RENTING: \_\_\_\_\_  
(Landlords Name) (Landlords Phone Number)

3. Previous Address: \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_  
(City) (State) (Zip)

\_\_\_\_\_  
(Time you have resided there) Were you renting?  YES  NO

\*IF RENTING: \_\_\_\_\_  
(Landlords Name) (Landlords Phone Number)



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### CURRENT EMPLOYMENT

*Not Currently Employed*

Business Name: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Position Held: \_\_\_\_\_ Current Wage: \_\_\_\_\_

Work Duties & Responsibilities: \_\_\_\_\_

Work Hours:  Full-Time  Part-Time  Volunteer

May we contact your current employer?  Yes  No

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### PREVIOUS EMPLOYMENT

1. Business Name: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Position Held: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Work Duties & Responsibilities: \_\_\_\_\_

Work Hours:  Full-Time  Part-Time  Volunteer

Reason for Leaving: \_\_\_\_\_



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### PREVIOUS EMPLOYMENT (cont.)

2. Business Name: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Position Held: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Work Duties & Responsibilities: \_\_\_\_\_

Work Hours:  Full-Time  Part-Time  Volunteer

Reason for Leaving: \_\_\_\_\_

3. Business Name: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Position Held: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Work Duties & Responsibilities: \_\_\_\_\_

Work Hours:  Full-Time  Part-Time  Volunteer

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### EMPLOYMENT DISCIPLINE HISTORY

1. Have you ever been subject to disciplinary action in any employment?

Yes  No

2. Have you ever been subject to disciplinary action in a fire/EMS agency?

Yes  No

3. Have you ever lied on an application?

Yes  No

4. Have you ever been dismissed, terminated, forced to resign, or asked to resign in lieu of discipline or termination?

Yes  No

5. Have you ever stolen from an employer?

Yes  No

6. Have you ever falsified reports?

Yes  No

*(If yes to any, provide details on a separate sheet.)*

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### SOCIAL MEDIA DISCLOSURE

*Please check all platforms you currently use:*

Facebook

Snapchat

Other:

X (Twitter)

Nextdoor

\_\_\_\_\_

Instagram

YouTube

\_\_\_\_\_



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## REFERENCES

In the spaces below, please list 3 individuals who have known you for a minimum of 3 years. References may not be relatives and should be familiar with your job qualifications and character. At least one of the references should be a recent supervisor. References will be verified.

**Reference #1:** \_\_\_\_\_  
(Name) (Relationship) (How long known for)

\_\_\_\_\_  
(Phone Number where Reference can be contacted) (Occupation)

\_\_\_\_\_  
(Address where Reference can be contacted)

**Reference #2:** \_\_\_\_\_  
(Name) (Relationship) (How long known for)

\_\_\_\_\_  
(Phone Number where Reference can be contacted) (Occupation)

\_\_\_\_\_  
(Address where Reference can be contacted)

**Reference #3:** \_\_\_\_\_  
(Name) (Relationship) (How long known for)

\_\_\_\_\_  
(Phone Number where Reference can be contacted) (Occupation)

\_\_\_\_\_  
(Address where Reference can be contacted)



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### LEGAL HISTORY

**1. Have you ever been arrested, detained, or taken into custody?**

Yes  No

If yes, how many times? \_\_\_\_\_

**2. Have you ever been convicted, pled nolo contendere, pled guilty, or had adjudication withheld of a misdemeanor crime?**

Yes  No

If yes, how many times? \_\_\_\_\_

**3. Have you ever been convicted, pled nolo contendere, pled guilty, or had adjudication withheld of a felony crime?**

Yes  No

If yes, how many times? \_\_\_\_\_

**4. Are you currently under indictment for a felony warrant?**

Yes  No

**5. Are you currently on probation?**

Yes  No

**6. Have you ever been reported as a missing person or runaway?**

Yes  No

**7. Have you ever been involved in a civil court case (plaintiff or defendant)?**

Yes  No

**8. Have you ever used any controlled substances without a prescription?**

Yes  No

**9. Have you ever had a trade or professional license suspended, revoked, or been subject to disciplinary action?**

Yes  No

*(If yes to any, provide details on a separate sheet.)*



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### DRIVING & TRAFFIC HISTORY

1. Do you currently possess a valid State of Florida Driver's License?

Yes  No

2. Does your driver's license currently have any restrictions, or do you need any accommodation made to operate a motor vehicle?

Yes  No

3. Have you ever been refused a driver's license by any state?

Yes  No

4. Have you received traffic citations (excluding parking) in the past 5 years?

Yes  No

5. Has your driver's license ever been suspended or revoked?

Yes  No

6. Have you ever been involved in any auto accidents?

Yes  No If yes, how many? \_\_\_\_\_

7. Were you found at fault in any accident?

Yes  No

*(If yes to any, provide details on a separate sheet.)*

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### OTHER QUESTIONS

1. Have you ever been employed by the Town of Melbourne Beach?

Yes  No

2. Do you have any relatives employed by the Town of Melbourne Beach?

Yes  No

3. If selected, what is the earliest date that you will be available to start? \_\_\_\_\_



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### PHYSICAL ABILITY & JOB REQUIREMENTS

1. Are you able to perform essential job functions in accordance with NFPA 1582, including:

- Strenuous firefighting and rescue operations
- Lifting/carrying heavy equipment
- Climbing, crawling, confined space work
- Operating in extreme/hazardous environments
- Sustained physical exertion under emergency conditions

Yes     Yes, with accommodation: \_\_\_\_\_  No

2. Are you able to perform duties consistent with NFPA 1010 (Firefighter I & II)?

Yes     Yes, with accommodation: \_\_\_\_\_  No

3. Are you willing to complete a Candidate Physical Ability Test (or equivalent) if required?

Yes     Yes, with accommodation: \_\_\_\_\_  No

4. Are you willing to work 24/48 or 48/96 shifts?

Yes     No     N/A (for volunteer applicants)

5. Are you willing to work overtime/call-back if required?

Yes     No     N/A (for volunteer applicants)

6. Are you willing to work during declared emergencies (hurricanes)?

Yes     No

7. Are you willing to submit to a polygraph examination if required as part of the hiring process?

Yes     No

8. Are you willing to complete written fire / EMS testing if required as part of the hiring process?

Yes     No     N/A (for volunteer applicants)



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### CERTIFICATIONS & QUALIFICATIONS CURRENTLY HELD

#### Florida Emergency Medical Certification

None    EMT    Paramedic    Other: \_\_\_\_\_

#### Florida Fire Certification

None    Firefighter I    Firefighter II    Other: \_\_\_\_\_

#### Florida Fire Officer Certification

None    FO I    FO II    FO III    FO IV    Other: \_\_\_\_\_

#### Florida Fire Instructor Certification

None    Instructor I    Instructor II    Instructor III

#### Florida Fire Inspector Certification

None    Inspector I    Inspector II    Inspector III

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### Additional Certifications (Check all that apply)

- VFIS Emergency Vehicle Driver Training (EVDT)
- Florida Boating Safety Education ID Card
- ICS 100    ICS 200    ICS 300    ICS 400    ICS 700    ICS 800
- Pump Operator    Hazmat Operations    Hazmat Technician
- Safety Officer
- Other \_\_\_\_\_

*(Please provide copies of any certificates checked above)*



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### FIRE SERVICE EXPERIENCE

Years of Volunteer Experience: \_\_\_\_\_

Years of Career Experience: \_\_\_\_\_

Highest Rank Held: \_\_\_\_\_

Describe your progressive fire service experience (including leadership roles):

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Describe experience working with or supervising volunteer personnel:

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Describe why you want to join this department:

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## EDUCATION

PLEASE CHECK THE APPROPRIATE BOX THAT REFLECTS YOUR HIGHEST LEVEL OF EDUCATION

- I do not currently have a high school diploma or its equivalent
- I possess a high school equivalency diploma or GED
- I possess a high school diploma from a U.S. institution
- I possess a two-year college or university degree
- I possess a four-year college or university degree
- I possess greater than a four-year college or university degree

Name of Institution	Location (City & State)	Major / Course of Study	Diploma / Degree / License / Certificate Earned

Have you ever been suspended, expelled, or subject to any disciplinary actions from any educational institution?

- Yes    No

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## TOBACCO USE DISCLOSURE

Do you currently use tobacco products?    Yes    No

Have you ever used tobacco products?    Yes    No

If so, when was the last time you used a tobacco product? \_\_\_\_\_

*Note: Tobacco products include combustibles (cigarettes, cigars, hookahs), smokeless tobacco products (snuff, dip, snus), and electronic nicotine delivery systems (vapes & e-cigarettes)*



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### APPLICATION CERTIFICATION, AUTHORIZATION, AND EMPLOYMENT POLICY ACKNOWLEDGMENT

I understand that by submitting this application for employment with the Town of Melbourne Beach and/or the Melbourne Beach Volunteer Fire Department, I authorize the Town to verify all information provided in this application and any supporting materials, and I acknowledge and agree to the following terms and conditions:

#### **Certification of Accuracy**

I hereby certify that all statements, answers, and information provided in this application and any supporting documents are true, complete, and correct to the best of my knowledge and belief. I understand that any omission, falsification, misstatement, or misrepresentation of material fact may result in disqualification from consideration for employment or, if discovered after employment, disciplinary action up to and including termination.

#### **Authorization for Investigation and Release of Information**

I authorize the Town of Melbourne Beach to investigate and verify all information contained in this application, including but not limited to my employment history, educational background, certifications, qualifications, character references, criminal history, driving record, and any other information relevant to my qualifications and fitness for employment, as permitted by law.

I authorize all employers, schools, law enforcement agencies, governmental agencies, and other persons or organizations referenced in this application to provide information concerning my qualifications and fitness for employment. I release such persons, organizations, and the Town, including its officers, employees, and agents, from liability arising from the good-faith exchange of such information for employment purposes.

I understand that all information provided by me is subject to a complete background investigation and review.

I understand that, as part of the pre-employment process, the Town may obtain consumer reports and/or investigative consumer reports for employment purposes in accordance with the Fair Credit Reporting Act, and that any separate disclosures or authorizations required by law will be provided.

#### **Public Records Notice**

I understand that this application and any materials submitted in connection with my application for employment may constitute public records and may be subject to disclosure pursuant to Florida Public Records Law, except as otherwise exempt by law.



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### Drug-Free Workplace Acknowledgment

I understand that the Town of Melbourne Beach maintains a Drug-Free Workplace in accordance with Florida Drug-Free Workplace Act.

I understand and agree that the possession, use, sale, purchase, manufacture, distribution, or being under the influence of illegal drugs or unlawfully possessed controlled substances while on Town property, while attending Town-sponsored events, or while conducting Town business is strictly prohibited and may result in disciplinary action, up to and including termination.

I understand that applicants receiving a conditional offer of employment may be required to successfully complete a post-offer, fitness-for-duty medical examination, including drug and/or alcohol screening, in accordance with applicable federal and state law, including the Americans with Disabilities Act.

I further understand that employees may be subject to lawful drug and alcohol testing, including but not limited to reasonable suspicion, post-accident, or other testing as authorized by Town policy and Florida law.

I understand that refusal to submit to any required drug or alcohol screening, medical examination, or background screening, or the receipt of disqualifying test results, may result in withdrawal of a conditional offer of employment or disciplinary action, up to and including termination.

I understand that all drug screening results and related medical information will be maintained confidentially in accordance with applicable law. I acknowledge that I may disclose the lawful use of prescription or non-prescription medications to the Medical Review Officer or designated medical personnel, as applicable.

I understand and agree that if employed, I must notify the Town in writing within five (5) calendar days of any conviction for a criminal drug-related offense occurring in the workplace or while conducting Town business, in accordance with applicable law and Town policy.

### Confidentiality

I understand that certain information obtained or accessed through my employment may be confidential, protected, or exempt from public disclosure, and I agree to maintain the confidentiality of such information in accordance with applicable law and Town policy. Unauthorized disclosure may result in disciplinary action, up to and including termination.



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### Employment Eligibility and Fitness for Duty

I understand that any offer of employment is contingent upon my ability to provide documentation establishing my identity and authorization to work in the United States, in accordance with the Immigration Reform and Control Act of 1986 and federal Form I-9 requirements.

I understand that employment may require the ability to perform the essential functions of the position, with or without reasonable accommodation, in accordance with applicable law.

I understand that if the position for which I am applying requires operation of Town vehicles or equipment, employment and continued employment may be contingent upon maintaining a valid driver's license and an acceptable driving record in accordance with Town policy and applicable insurance requirements.

I understand that if the position requires professional licenses, certifications, or credentials, I am responsible for maintaining such qualifications in good standing as a condition of employment.

### Employment Status, Probation, and Policies

I understand that employment with the Town of Melbourne Beach is contingent upon successful completion of all required pre-employment processes.

If hired, I understand that I will be required to successfully complete the Fire Department's established probationary period as a condition of continued employment.

I understand and acknowledge that employment with the Town of Melbourne Beach is **at-will**, meaning that either the employee or the Town may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law.

I further understand that no representative of the Town has authority to enter into any agreement contrary to Town policies or for a specified term of employment unless such agreement is in writing and authorized by the appropriate governing authority.

If employed, I agree to comply with all applicable rules, regulations, policies, procedures, and standards of conduct established by the Town and the Fire Department.

### Equal Employment Opportunity

The Town of Melbourne Beach is an equal opportunity employer and considers all applicants for employment without regard to any status protected by applicable federal, state, or local law.



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### Applicant Certification

I swear or affirm that the information and statements contained in this application and any attachments are true, complete, and correct to the best of my knowledge and belief. I understand that any false statement, omission, or misrepresentation may result in disqualification from employment consideration or termination of employment if discovered after hire.

\_\_\_\_\_  
*(Signature of Applicant)*

**SWORN TO AND SUBSCRIBED BEFORE ME, THE UNDERSIGNED AUTHORITY THIS**

\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_  
*(Month) (Year)*

BY \_\_\_\_\_  
*(Applicant Printed Name)*

**WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED THE FOLLOWING IDENTIFICATION:**

\_\_\_\_\_

\_\_\_\_\_  
*(Signature of Notary Public, State of Florida at Large)*



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### REQUESTED DOCUMENTS LIST

*The following should be submitted with your completed application:*

- A copy of your current driver's license
  
- A copy of one of the following
  - High school diploma
  - GED or Certificate of high school equivalency
  - College or University diploma.
  
- If you were in the military:
  - A copy of your DD214 Long Form
  - A copy of any awards or decorations you received.
  
- Copies of any other certificates, state licenses, awards, recognitions, etc.