



Owen F. Thompson  
Fire Chief

**Middleborough Fire Department**  
125 North Main Street  
Middleborough, Massachusetts 02346  
www.middleboroughfire.com



Tel: 508-946-2461  
Fax: 508-946-2464

TO: Firefighter Applicant  
FROM: Chief Owen F. Thompson  
DATE: August 19, 2024

*OFT*

Thank you for your interest in applying for a position at the Middleborough Fire Department. Enclosed you will find our current employment application to be completed legibly by the applicant him or herself.

The Department is utilizing this application period to develop a candidate pool for all "FIREFIGHTER" positions to filled through the Fall of 2026. This time period may be altered depending on the applicant pool, needs and/or requirements of the department and/or the Town. It is anticipated that the department will hire between two (2) and eight (8) new firefighters during this time.

Hiring requirements of the Middleborough Fire Department:

1. Possess a high school diploma or GED
2. Must be between the age of 21 and 36 on Date of Hire
3. Be a US Citizen or be authorized to work in the United States
4. Must have a Valid Massachusetts Driver's License
5. Minimum medical certification: EMT Basic
6. Be able to pass a medical exam, drug screening exam, background check and physical abilities exam

You are applying for a responsible public safety position. It is essential that you follow instructions specifically as directed. Make sure all dates and information are absolutely accurate. Incomplete applications will not be accepted.

All of the questions must be answered. If not applicable, indicate such with "n/a." **Your application is not complete unless all questions are answered and it is signed and dated.** Failure to answer any and all questions truthfully, accurately or completely may result in the applicant's disqualification, or, if discovered after an individual is hired, termination of employment.

**Completed application packets must be submitted to Middleborough Town Mangers office by September 5, 2024 at 4:00 PM.**

Office Location: Middleborough Town Hall  
10 Nickerson Avenue  
Middleborough, MA 02346  
First Floor

Office Hours: Monday through Thursday: 9:00 AM to 4:00 PM  
Friday: 8:00 AM to 12:00 PM

**Mandatory Informational Session:**

All applicants must attend an informational session that will review the department, the hiring process and will allow candidates to ask questions in regards to the department. Applicants may choose which date they wish to attend. Sessions will be held as follows:

Tuesday, September 10, 2024 at 7:00 PM  
Saturday, September 14, 2024 at 9:00 AM

Both sessions will take place at the Middleborough Police Department's Community Room located at 350 Wood Street.

The Middleborough Fire Department Hiring Committee thanks you for taking the time to complete our application and looks forward to reviewing it in the near future.

All questions should be directed to Diane Henault at (508) 946-2461 or [dhenault@middleboroughma.gov](mailto:dhenault@middleboroughma.gov).

The Middleborough Fire Department is an equal opportunity employer. The Department supports the principal of diversity. It encourages applications from women, ethnic minorities and veterans.

# Middleborough Fire Department



## APPLICATION FOR EMPLOYMENT

125 North Main Street  
Middleborough, MA 02346

### AN EQUAL OPPORTUNITY EMPLOYER

The Middleborough Fire Department accepts applications for employment without regard to race, color, religion, creed, gender, national origin, disability, marital status, veteran status, sexual orientation, or any other legally protected status. The Middleborough Fire Department only hires individuals authorized for employment in the United States

### IMPORTANT

Print clearly in black ink or type. Answer each question fully and accurately.

### Incomplete applications will not be considered

All information on your application is subject to verification.

Any misrepresentations, deceit, or omissions on your application could result in automatic disqualification. All sections in this employment application are applicable to you regardless of position for employment you are applying for.

If you have any questions regarding information on this application, please contact Diane Henault of the Middleborough Fire Department at (508) 946-2461 or [dhenault@middleboroughma.gov](mailto:dhenault@middleboroughma.gov)

## Section 1 – Personal Data

Last Name	First Name	Middle Name
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Social Security Number	Driver License Number-	Driver License State	Date of Birth
Home Phone (include area code)	Cellular Phone (Area Code).	E-mail Address	

A. Present Address	_____				
	Home / Apartment Number / PO Box #	City	State	ZipCode	County
B. Mailing Address, if different	_____				
	Home / Address Number / PO Box #	City	State	ZipCode	County

Position Applied For:

Date Available to Start:

Date of Application:

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## Section 2 – Employment History

List below the last three employers starting with the most recent.

<b>Current Employer Name</b>		Phone No. (including area code)	
Address		Start Date	Ending Date
City		State	Zip Code
Job Title		Start Salary \$	Ending Salary \$
Supervisor's Name		Work Performed	
Reason for Leaving			
<b>Employer Name</b>		Phone No. (including area code)	
Address		Start Date	Ending Date
City		State	Zip Code
Job Title		Start Salary \$	Ending Salary \$
Supervisor's Name		Work Performed	
Reason for Leaving			
<b>Employer Name</b>		Phone No. (including area code)	
Address		Start Date	Ending Date
City		State	Zip Code
Job Title		Start Salary \$	Ending Salary \$
Supervisor's Name		Work Performed	
Reason for Leaving			

**FOR OFFICE USE ONLY**

Applicant # \_\_\_\_\_

### Section 3 - References

Give at least three (3) references, not relatives, who have known you for at least 1 year.

Name	Business	Years acquainted

Address	City	State	Zip

Name	Business	Years acquainted

Address	City	State	Zip

Name	Business	Years acquainted

Address	City	State	Zip

### Section 4 – Education

Name and Address of School	Check Highest Year Finished or Credit Hours	Dates Attended	Type of Diploma / Degree
High School	09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>	From _____ To _____	
College	_____ Hours	From _____ To _____	
College	_____ Hours	From _____ To _____	
Graduate, Professional, Business, or Trade School	_____ Hours	From _____ To _____	

Attach copies of any diplomas or certificates.

### Section 5 – Court Record

-Have you been convicted of a felony within the last 5 years.

YES  NO

Explanation:


- Have you ever been arrested or convicted of a DUI?

YES  NO

Explanation:


- Have you received any traffic citations in the last 3 years?

YES  NO

Explanation:


### Section 6 – Military Record

Branch of service:
Discharge date and rank:

### Section 7 – Relevant Data

1. Are you a citizen of the United States?  Yes  No

2. Do you have relatives employed by the Middleborough Fire Department or the Town of Middleborough? If Yes, please list names, relationships and occupations.  Yes  No

Name	Department	Occupation

3. Are you 21 years of age or over?  Yes  No

4. Are you a Massachusetts Certified EMT?  Yes  No

5. Do you have a Valid Driver's License?  Yes  No

6. Have you ever illegally used any controlled substance(s)?  Yes  No

7. Did you read, understand and answer all questions?  Yes  No

**Section 8 – Certifications**

List industry-related licenses or certificates that you possess, and/or academic and professional activities and achievement awards, publications or technical-professional associations you are a member of.	Date Awarded

**Section 9 – Tobacco Regulations**

GENERAL LAWS OF MASSACHUSETTS  
TITLE VII. CITIES, TOWNS AND DISTRICTS

**CHAPTER 41. OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS**

Chapter 41: Section 101A Police officers or firefighters: tobacco smoking

Section 101A. Subsequent to January first, nineteen hundred eighty-eight, no person who smokes any tobacco product shall be eligible for appointment as a police officer or firefighter in a city or town and no person so appointed after said date shall continue in such office or position if such person thereafter smokes any tobacco products. The personnel administrator shall promulgate regulations for the implementation of this section.

I have read and understand the above law.

Applicant signature: \_\_\_\_\_

Applicant printed name: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 10 – Social Media Background Check Authorization

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I understand that the Town of Middleborough and Middleborough Fire Department reserve the right to complete a Social Media Background Check, which will include a review of my public posts on social media as well as publicly available articles from the web and news sources.

By my signature below, I authorize the Town, the Department and its designated agents and representatives to conduct a comprehensive review of my social media background for employment, promotion, reassignment or retention as an employee. I understand that all Town of Middleborough enacted a social media policy that all employees are to adhere to as a requirement for their continued employment.

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Name

Social Media Usernames:

Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_

Instagram: \_\_\_\_\_

Other: \_\_\_\_\_

I certify the information I provided on and in connection with this form is true, accurate and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## Section 11 – Required Documents

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Please be sure to attached all required documents

- |   |     |    |
|---|-----|----|
| 1. Copy of High School Diploma or General Equivalency Certificate         | YES | NO |
| 2. Copy of Current Driver's License                                       | YES | NO |
| 3. Copies of all training certifications (example: EMT Certificate, etc.) | YES | NO |
| 4. Copy of Birth Certificate or   | YES | NO |
| 5. Did you supply all information requested in this application?          | YES | NO |
| a. IF NO – What is missing and Why?                                       |     |    |



**FOR OFFICE USE ONLY**

Applicant # \_\_\_\_\_

## Section 12 – Additional Information

Please use the space below to tell us a little about yourself and why you think you would be a good fit for the Middleborough Fire Department

## Section 13 – Application Certification

I understand that this application will become void 2 years after I submit it.

In the event of employment, I understand that any false or misleading information given in my application or interview(s) may result in my discharge.

In the event of employment, I understand that I am required to abide by all the rules and regulations of the Middleborough Fire Department.

I certify that all the answers given within this application are true and complete to the best of my knowledge.

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

\_\_\_\_\_  
Date

**FOR OFFICE PERSONNEL ONLY**

\_\_\_\_\_  
Accepted By

\_\_\_\_\_  
Date

**Applications must be submitted not later than September 5, 2024 at 4:00 PM.  
Please see cover letter for drop off location and times.**