



City of Rocky Mount Fire Department Application Review Checklist

The following items are required and **must** be submitted to the City of Rocky Mount Human Resources Department with your application in order to be considered in our hiring process.

___ Copy of High School Transcripts or GED Certification or Adult Program Diploma.

___ Copy of **all** College Transcripts.

___ Certified Criminal History Report(s): Obtained 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): Obtained from Department of Motor Vehicles of **all** states in which you have **ever** been licensed to drive.

___ Employment Reference Contact Information (**complete mailing address and phone number**).

___ Personal Reference(s) Contact Information (**complete mailing address and phone number**).

___ Records Release Authorization signed and witnessed (accomplished after successful completion of the Pre-employment Strength & Agility Physical Assessment).

___ WorkKeys or Career Readiness Certification (CRC) scores. (**See attached WorkKeys Flyer with new CRC/WorkKeys test scores**).

****Exclusion of any information requested with the application may result in disqualification of your application****