

# FIREFIGHTER APPLICATION

NAME — Print or Type

v a E m a i (Required to be sent packet information)

Date of Birth



## STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Elwood Fire Department is an Equal Employment Opportunity employer and will accept applications, hire qualified applicants, administer all terms of employment, and make available all benefits and compensations of employment without regard to race, color, creed, religion, sexual orientation, national origin, handicap (as defined by law), or age (subject to Federal Law Exemption).

No question on this application is intended to secure information to be used in unlawful discrimination.

Please Return to the Elwood Fire Department  
1505 South B Street  
Elwood, Indiana 46036

## Basic Qualifications for Full Time:

1. Must be a U.S. Citizen
2. Probationary firefighters are required to become a resident of Madison County or an adjoining county. It is highly recommended to live within 10 miles of Elwood City limits for call in purposes.
3. Must be between 21 and before your 36<sup>th</sup> birthday to meet Indiana pension qualifications.
4. Must be able to read and communicate in English.
5. Must maintain a valid Indiana Driver's License.
6. Must be a High School Graduate or possess a GED.
7. No Felony convictions.
8. Must be able to produce required documents for your application.
9. Must obtain Certified EMTB, AEMT, Hazmat Awareness/Operations and Fire Fighter 1&2 within your probationary period.
10. Must sign reimbursement agreement for all expenses incurred in training and outfitting as an Elwood City Fireman in the event you are not employed for more than 3 years.
11. Must be approved by the 1977 Firefighter's Pension and Disability Fund prior to employment after Board of Works approval for hire.
12. Must provide a complete and accurate Elwood Fire Department application and other documents.
13. Must pay for and obtain an adult background check prior to employment, when asked for during the process.

APPLICANT STATEMENT OF TRUTHFULLNESS

This form is to be signed and witnessed in the presence of a Notary Public. Return with application.

Please read the following statement and sign to certify your understanding

I certify that all information I have provided in order to apply for and secure employment with the Elwood Fire Department is true, complete and correct.

I have expressly authorized, without reservation, the Elwood Fire Department, its representatives, employees or agents to contact all references, and any other persons in order to obtain any and all information deemed necessary by them to verify the accuracy of all information provided by me in this application or at other points throughout the entire process including interviews.

I understand that the Elwood Fire Department does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant from consideration on a basis prohibited by applicable local, state or federal Law.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

Before me the undersigned, a Notary Public for \_\_\_\_\_ County, State  
of \_\_\_\_\_, personally appeared \_\_\_\_\_  
\_\_\_\_\_

Printed name of applicant

And he/she being first duly sworn by me upon his/her oath certified that he/she read and fully understands and accepts all terms of the forgoing Applicant Statement.

Signed and sealed this day of \_\_\_\_\_

20 \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Notary Public

SEAL

My Commission Expires \_\_\_\_\_

\*Application must be typed or printed neatly in black or blue ink.\*

## 1. PERSONAL HISTORY

Name in Full (Last, First, Middle)

Your Current Address (Street and number, City, State and Zip Code)

Current Phone Numbers

Home

Cell Phone

Work

All Other Names You Have Used (Aliases, nicknames, birth or maiden names other name changes)

Date and Place of Birth

Date

City

County'

State

Are you a United States Citizen? (If Naturalized, submit copy of Naturalization Certificate)

Social Security Number

Marital Status a Single

Married C) Divorced

Separated

Widowed

## 2. FAMILY MEMBERS

List all family members in the following order: children, including step-children, parents, guardians, and any other relative with whom a close relationship exists.

Name	Relationship	Address	Home Phone #

### 3. Character References

List five (5) character references. Do not include relatives, former employers, or persons living outside the United States List only Character references that have a definite knowledge of your qualifications and fitness for the position for which you are applying for

Name	Years Known	Address	

### 4. Residence(s)

List chronologically all your residences in the last TEN years

From (m/y)		Address (number, Street, City, State and Zip)

### 5. Employment History

Beginning with your current or most recent job, list your work history for the past TEN years. (Include part-time, seasonal and Temporary )

Name and Address of Employer:

Dates worked: From (mm/yy)

To (mm/yy)

Job or position Title	Full Time	Part Time	Seasonal
Final Salary/Wage.	Phone Number		
Description of Duties			
Name of Supervisor and Phone Number:			
Name of one or two Co-Workers and phone numbers (if known)'			
Reason For Leaving			
**ADDITIONAL COPIES OF THE NEXT PAGE MAY BE ADDED IF NEEDED FOR EMPLOYMENT RECORD***			

5. Employment History (cont.)			
Name and Address of Employer.			
Dates worked: From (mm/yy)•		To (mm/yy)	
Job or position Title		Full Time	Part Time Seasonal
Final Salary/Wage		Phone Number	
Description of Duties			
Name of Supervisor and Phone Number:			
Name of one or two Co-Workers and phone numbers (if known)			
Reason For Leaving:			
Name and Address of Employer			
Dates worked: From (mm/yy)		To (mm/yy)	
Job or position Title		Time	Part Time Seasonal
Final Salary/Wage		Phone Number:	
Description of Duties.			
Name of Supervisor and Phone Number			
Name of one or two Co-Workers and phone numbers (if known)'			
Reason For Leaving:			

Name and Address of Employer:			
Dates worked: From (mm/yy)		To (mm/yy):	
Job or position Title•	Time	Part Time	Seasonal
Final Salary/Wage:	Phone Number		
Description of Duties:			
Name of Supervisor and Phone Number:			
Name of one or two Co-Workers and phone numbers (if known)-			
Reason For Leaving•			

<b>6. Employment Record</b>	
Have you ever been involuntarily terminated, suspended, laid-off or fired?	from a full or part-time job, whether it was termed fired, terminated, Yes If describe the circumstances.
Have you ever resigned (quit) after being informed that your employer intended to discharge you? Yes [2 No If yes, explain the circumstances.	
Have you ever had any disciplinary actions taken against you at any of your jobs (written reprimands, suspension with or without pay, forfeiture of benefits or other similar actions)? C) Yes C) NO If yes list job and explain the circumstances	
Do you have any reason to believe that a former employer may give you a negative job reference? Yes No If Yes, name of employer and why	
<b>FIRE SERVICE HISTORY</b>	
Are you currently with another fire department?	Yes No
Paid Department	Combination Paid/Volunteer Volunteer
Volunteers must submit proof from department and time of service in order to receive community service credit	
Please list: name of department, address, phone number and current Chief's name.	

<b>8. Education History</b>			
List Chronologically all schools you have attended. Include High Schools, College, Trade School, Vocational School and other.			
Dates Attended	School Name	Address	Date Graduated

<b>9. Education</b>	
List Major and Minor college courses of study and any other special training class you have taken 01 certifications you now hold <u>(submit any certificates for certifications (to get credit on application scoring)</u>	
<b>10. Military Service (if applicable)</b>	
Your Selective Service Number	Branch of Service

Highest Rank Held	Serial Number		
Dates of Active Duty - From (mm/yy)		To (mm/yy)	
Dates of Active Reserve Duty — From (mm/yy)		To (mm/yy)	
If you are still enlisted, when will you be discharged?			
Unit(s) to which assigned to and primary duty type			
Type of Discharge	Are you eligible for reenlistment? [A Yes [A No		
Are you or have you ever been a member of any	United States Reserve or National Guard Unit?	Yes	No
Unit and Location			
Reserve Status & Obligation (if any)			
Have you received ANY disciplinary action while in the military? (Including Article 15/Sl Captain's Mast, Written Reprimands, etc ) Yes NO			
If so, describe circumstances			
Have you ever been the defendant in a court martial?		(If yes, provide date and outcome)	

11. Information Concerning Driving Status, Record, Convictions, and Litigation	
List ALL vehicle operator's license you now hold or have held from any state 01 country. (Provide State. Number and Expiration Date)	
Have you ever received a traffic ticket?	Yes C) No How many in the past 5 years?
Have you ever been involved in a traffic accident as a driver? [2 Yes NO	
If yes, how many of your total accidents were you judged to be at fault by the investigating officer?	
Were you ever given a traffic ticket as a result of an accident? C] Yes NO	
Has your driver's license ever been suspended or revoked for any reason <sup>Q</sup> Yes C) No	
If yes, list when and for what reason was your license suspended	

Has your license ever been put on probation? [2 Yes	NO
If yes, why <sup>7</sup>	
Have you ever been denied automobile insurance or had your insurance revoked?	Yes No
Have you ever been convicted for driving under the influence?	Yes C) NO
If yes, list the place, agency, date and details of each instance	
Have you ever been convicted of a misdemeanor? C] Yes C) No	
If yes, list place, agency, date and details of each incident	
Have you ever been convicted of a felony?	Yes NO
If so, list place, agency, date and details of each incident	

## 12. Community Service

List any community service activities you participated in during high school, college and/or are presently involved with. Please provide and attach, where designated, proof of community service activities in order to receive community service credit (i.e. letter stating such involvement and length of commitment.)

Organization or Activity	Dates Served

### 13. Essay Questions

Describe both your strengths and your weaknesses and provide examples of how they might affect your job performance as a firefighter.

Describe what it is about the Elwood Fire Department and the Elwood Community that makes us either more or less attractive to you than other departments/communities. Be as specific as you can.

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What steps have you taken to prepare yourself for a career in the fire service?