

Clay Fire Territory

General Application

To Applicants: We greatly appreciate your interest in the Clay Fire Territory. A clear understanding of your background and work history will aid us in any employment decisions. False and/or misleading statements will be cause for rejection of this application or dismissal after appointment.

Name: _____ Application Date: _____

Social Security Number: _____

Present Address: _____

Mailing Address: _____

Are you a U.S. Citizen: Yes No Birthplace: _____

Home Phone (_____) _____ Business Phone (_____) _____

How long have you lived at the present address? _____

Position(s) applied for: _____

Rate of pay expected: _____

Previous employment with us _____ If yes, when? _____

Do any of your friends or family work here: _____

If yes, list name(s): _____

Referral source (where did you learn of this opening): _____

Briefly list those experiences, skills, or qualifications, which you feel would assist you as a member of the Clay Fire Territory (use an additional sheet of paper if necessary)

Residences

On a separate sheet of paper, list all addresses where you have lived, starting with your address when living with your parents. List the location(s) by month and year, including all landlords' addresses and telephone numbers (if applicable).

Military Record

Are you a veteran: Yes No

If yes, what was your branch of military service? _____

Dates of Duty: From _____ to _____

Highest rank held: _____

Rank at discharge: _____

Unit Designation: _____

Military Service Number: _____

Were you honorably discharged: Yes No

If no, explain: _____

Were you ever disciplined while in the military service? (Include court-marshal, captain's masts, company punishment, etc...) _____

Convictions and Arrests

Have you ever been arrested by Police or summoned into court? Yes No

Crime Charged	Police Agency	Date	Disposition of Case
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever had any criminal conviction expungement, or are you in the process of obtaining an expungement? Yes No

If yes, explain:

Have you ever been the victim of a crime, witness, or been investigated by any law enforcement agency for any reason? If yes, explain. _____

Have you ever been arrested for any reason other than a traffic violation (this includes misdemeanors and felony arrest, appearance ticket issued, court appearance, fines, jail time served, convictions, and /or dismissals.) If so, list date, charge, disposition, location, and name and address of arresting agency. _____

Have you ever stolen from an employer? Yes No

If yes, explain in detail: _____

Have you ever committed any of the following criminal acts listed on this page? Answer YES or NO to each “A” through “O”. If YES to any of the below, EXPLAIN IN DETAIL ON AN EXTRA SHEET OF PAPER.

Note: Having been arrested does not mean you cannot be appointed. The seriousness, frequency, and circumstances will be considered.

	COMMITTED	ARRESTED	CONVICTED	EXPUNGEMENT
A. ARSON (intentionally set fire)				
B. BURLARY (entry of a structure or vehicle to commit theft or other crime)				
C. ROBBERY (theft from another person utilizing a weapon or force)				
D. HOMICIDE				
E. FORGERY				
F. THEFT				
G. KIDNAPPING				
H. EXTORTION (blackmail)				
I. EMBEZZLEMENT (theft of money or valuables entrusted to you)				
J. RAPE				
K. Any other forcible sex act				
L. Any violent assault upon another person				
M. SPOUSE ASSAULT (including common-law)				
N. Violation of the Controlled Substance Act (drug laws of the US to include any other country)				
O. Any other criminal offense or acts not listed above.				

Traffic Record

Drivers license expiration date _____ State of issue: _____

Has your driver's license ever been suspended or revoked? Yes No

If yes, give date, location and reason(s) _____

List all driving citations that you have received as an adult or a juvenile, excluding parking tickets. If necessary, use an additional sheet of paper.

Describe in a brief narrative any traffic accidents in which you have been involved, giving approximate dates and locations.

Education

High School Attended	City, State	Did you earn a Diploma?	
Undergraduate College	City, State	Areas of Study	Degree/Certificate/Diploma
Graduate School Attended	City, State	Areas of Study	Degree/Certificate/Diploma
Trade, Business or Other	City, State	Areas of Study	Degree/Certificate/Diploma

List any additional education / training you have that may assist you with performing the duties of a firefighter: (Use additional paper if necessary)

Employment References

List at least five (5) employment references using supervisors and/or co-workers who know you well enough to provide current information about you.

Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone (____) _____ Work Phone (____) _____

Name of Business (where you worked together) _____

Business Address: _____

Reference Job Title: _____ Years Known: _____

Was this individual your direct supervisor? Yes No

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Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone (____) _____ Work Phone (____) _____

Name of Business (where you worked together) _____

Business Address: _____

Reference Job Title: _____ Years Known: _____

Was this individual your direct supervisor? Yes No

General Information

Describe in your own words the frequency and extent of your use of intoxicating liquors.

Have you ever used marijuana or any other drug not prescribed by your physician? If yes, explain in detail.

Have you ever sold or furnished drugs or narcotics to anyone? If yes, explain.

Do you have any prejudices, which would prevent you from fully performing the duties of a firefighter? Yes No

If yes, explain in detail: _____

Number of times you have been late to work in the past 12 months: _____

Explain the circumstances: _____

Are you able to perform the functions listed on the job description of the job for which you are applying, with or without reasonable accommodation? Yes No

Do you understand the general job requirements and duties of this position? If no, describe the areas that require further explanation:

I hereby certify that the statements contained in this assessment questionnaire are complete, true and correct. I further understand that any falsification, misrepresentation, and omission of any information is considered to be adequate reason for rejection of my application for appointment, and dismissal from employment, regardless of the time lapse before discovery.

Signature: _____

Date: _____

Clay Fire Territory

Authorization for Release of Information

I, _____ am an applicant for a position with the Clay Fire Territory. The department needs to thoroughly investigate my employment background and personnel history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all-relevant information concerning my personnel and employment history is disclosed to the above department.

I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Clay Fire Territory, and the St. Joseph County Police Department, whether said records are public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure for the specific purpose of pursuing a background investigation that may provide pertinent data for the Clay Fire Territory to consider in determining my suitability for employment. It is my specific intent to provide access to personnel information, however personnel or confidential it may appear to be.

I hereby release you, your organization and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records, including your officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at time result to me, my heirs, family, or associates because of compliance of this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Clay Fire Territory regardless of any agreement I may have made with you previously to the contrary. The organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Clay Fire Territory in conjunction with employment procedures.

A fax or photocopy of this release form will be valid and original thereof, even though the said photocopy or fax copy does not contain an original writing of my signature.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Should there be any questions as to the validity of this release, you may contact me at the address listed below. This waiver is valid for a period of one year from the date of my signature.

MUST BE SIGNED IN THE PRESENCE OF A WITNESS:

Applicant's Name: _____ Social Security Number: _____

Address: _____

Applicant's Signature: _____

Date: _____

Witness Signature: _____

Date: _____