

TERRE HAUTE FIRE DEPARTMENT JOB APPLICATION FORM



**PLEASE PRINT CLEARLY OR TYPE
COMPLETE ALL INFORMATION REQUESTED**

First Middle Last

Home Street Address

City State Zip Code

Home Phone #: () ____ - _____

Cell Phone# () ____ - _____

Social Security #: ____ - ____ - ____

Education Level (Check One):

- _____ A. Less than High School
- _____ B. High School
- _____ C. General Education Degree (GED)
- _____ D. Some College
- _____ E. Associates Degree
- _____ F. Bachelor's Degree
- _____ G. Master's Degree
- _____ H. Other _____

(i.e. certification, fire schools, EMT) COPIES should be INCLUDED

CITY OF TERRE HAUTE
EMPLOYMENT APPLICATION

The City of Terre Haute is an equal opportunity employer and does not discriminate in hiring or employment practices based on race, sex, religion, national origin, disability, political affiliation, or age.

Application filled out entirely by printing in (blue or black) ink or typing. Information that is not legible could disqualify applicant. Attach supplements if necessary. Completion of application does not imply that the applicant will be employed.

Information made herein is subject to verification to determine your qualifications for employment. Inaccurate or misrepresentation of information could disqualify the applicant.

Applications of all applicants who successfully complete all testing and interview procedures shall be maintained by the Terre Haute Fire Department Merit Commission for two (2) years and will be used to identify lists of possible candidates for positions which become available during that two (2) year period or until the hiring list is exhausted

MINIMUM QUALIFICATION REQUIREMENTS

1. In order to be eligible for appointment to the Terre Haute Fire Department, an applicant must be a resident of the State of Indiana and must be a resident of Vigo County, Indiana or a contiguous Indiana county at the time of appointment.
2. Applicants must be twenty-one (21) years of age at the time of applying. Not older than 35 years of age (except those with 20 years of military service).
3. Applicants must have a high school diploma or equivalent (GED).
4. Applicants convicted of a felony with the exception of those judicially expunged will be excluded.
5. Applicants dishonorably discharged from the military service will be excluded.
6. Applicants must possess a valid driver's license (Indiana driver's license must be obtained within 60 days of hire).
7. Applicants must pass an aptitude test administered through the Merit Commission by a score of seventy-percent (70%) or better to be qualified.
8. As a condition of employment, applicants must pass a medical, psychological and vision exam per the Indiana Public Employee Retirement System. The applicant's vision must be correctable to 20/40 for each eye.
9. In the event an applicant fails to meet any of the requirements above the applicants prohibited from reapplying for a minimum of six (6) months from the date of rejection or the next hiring cycle whichever is later.

All applicants are required to assist and cooperate with the Terre Haute Fire Department in obtaining past employment records, medical records, or personal history information. If found that an applicant has falsified his/her application, the applicant will be automatically eliminated, or if employed, such falsification shall be grounds for immediate termination.

APPLICANT'S INSTRUCTION SHEET

READ EACH ITEM VERY CAREFULLY

Applications must be printed or typed

ITEMS MUST ACCOMPANY YOUR APPLICATION:

1. A copy of your Birth Certificate (no originals)
2. A copy of High School Diploma or its equivalent (G.E.D.)
3. A copy of your driver's license.
4. A copy of post-secondary transcript.
5. An up to date copy of your resume.
6. A copy of a criminal background check
7. A copy of a CPAT card completed in the last 3 months
8. A copy of Form DD214, if applicant has been in military service.
9. On application, list ALL previous addresses: House Number, Street/Number, City, and State (Regardless of the length of residence).
10. List all former employers: Provide the EXACT location, telephone number and COMPLETE name of company. (Be sure to provide the exact address).
11. Applicant MUST furnish complete names, addresses and telephone numbers of all references.
12. If you have a change of address after submitting application, contact the Fire Department headquarters immediately and notify them of your new address and telephone number.
13. If any assistance is needed, please contact the Fire Department headquarters at (812) 244-2803

Application and Appointment Process

1. COMPLETE AND SUBMIT APPLICATION
2. COMPLETE WRITTEN TEST
3. INTERVIEW – MERIT COMMITTEE
4. SCORING OF APPLICATIONS
5. COMPILATION OF HIRING LIST

Appointment Process

1. OFFER OF EMPLOYMENT

The Fire Chief or his designee will contact the applicants in the order of the approved hiring list to make an offer of employment. Any such offer that is declined will result in the applicant's removal from the approved hiring list.

2. PHYSICAL & PSYCHIATRIC EXAMINATIONS

The department will schedule a physical and psychiatric examination as required by the Indiana Public Retirement System's (PERF) 1977 Police and Firefighter's fund. The state's PERF review board reviews the results. The PERF review board could ask for retests in areas at its discretion and determine pass, pass with exceptions or fail.

3. PENSION BOARD

The Terre Haute Fire Department pension board will setup and conduct interviews. They will give approval to hire or not to hire.

4. HIRE DATE ESTABLISHED

Once the applicant has passed all the required testing, the applicant will be given a date that they will begin employment.

PERSONAL DATA

Last Name First Name Mid. Initial Maiden Name

Street Address City State Zip Code Phone Number

Age Height Weight Email

Date of Birth

Are you a citizen of the United States: YES or NO

In case of an emergency, notify Name & Relationship _____

RESIDENCES

List all previous residences beginning with your present address. Back to age 18.
(If additional space is required, use the supplementary page at the back of application.)

Month & Year From-To	House Number & Street	City	State or Country
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EDUCATION

Please specify the highest-grade level attained and attach transcript of last institution of education attended. Include under "Other" any emergency response and/or emergency medical training. Information contained in this section will be used only to the extent that it is relevant to the necessary qualifications and the position for which you are applying.

SCHOOL	Name and Address	Major Course Of Study	Years Attended	Degree/ Diploma Date Received
Elementary	_____			

High School	_____			

Vocational School	_____			

College/ University	_____			

Professional or Graduate	_____			

MILITARY SERVICE

Selection Service No.	Branch of Service	Last Classification	Current Status
Service connected training:			
While in the military service, were you ever convicted of any offense by a deck court or By summary, special or general court martial.			If YES, when?
What offense(s)?			
Are you currently a member of U.S. Reserve of National/State Guard Organization			YES or NO
If yes, indicate Reserve obligation, if any, unit and location			

EMPLOYMENT

Starting with your present or most recent employer, list employment history to age 18. Include part-time, temporary/seasonal work and all periods of employment.

Month & Year From	To	Type of Business	Name & Address of Company	Salary	Reason for Leaving
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May we contact your present employer? YES or NO

REFERENCES (NON-Relatives)

Name	Address	Phone Number	Occupation

To whom are you related to past or present THFD EMPLOYEE?

Name	Address	Phone Number

SPECIAL SKILLS AND QUALIFICATIONS

List any experiences; skills or special qualifications, which you feel, would contribute to your work with the Terre Haute Fire Department. Also, list any mechanical skills you may possess which are relevant to the job for which you are applying. (I.e. certifications, fire schools, etc.). (Use supplementary sheet if necessary.)

MISCELLANEOUS

Have you ever been arrested for or convicted of a crime that has not been expunged by a court?		
What was the nature of the violation?		
		Arrests and Detentions:
YES	NO	A. Have you been arrested or detained by a law enforcement agency? (Include all arrests, except for minor traffic violations traffic, etc.)
YES	NO	B. Have you ever been fingerprinted for any reason? (Job applicant, etc.)
YES	NO	C. Have you ever applied for a position with any other governmental agency?
YES	NO	D. Are there any matters not identified in A, B, C that may affect your ability to perform the duties of the position. (If yes, please explain use separate page for details regarding this question.)
If YES to questions A, B or C, list the date, place and full details (Including dispositions) of each incident on supplementary page provided.		

APPLICANT: Please read the following statement very carefully; if you have any questions regarding it or about any of the contents of this application, please ask them of the employment interviewer before adding your signature.

I certify that the information contained in this application is correct and complete to the best of my knowledge. I agree to inform the Department of any additional information relating to any question raised on the application which occurs subsequent to my completion of the application. I realize that misrepresentation of the facts or the failure to update any information relating to the application may be cause for rejection of this application or dismissal after employment. Consideration of an applicant for any offer of employment is contingent on passing a medical examination and completing a psychological examination. Consideration of an applicant for final employment is contingent upon satisfactory completion of all pre-employment procedures including interview, mental examinations, verification of all relevant information, and physical fitness examinations, and any applicable statutory provisions.

I ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENT AND FULLY UNDERSTAND IT.

I certify under the penalty of perjury that this application completed by me, that all entries and information in are TRUE and COMPLETE to the best of my knowledge. I understand that false, misleading or omitted information in my application may result in the rejection of my application, the revocation of an offer of employment, or discharge.

Signed: _____ Date: _____

PARAMEDIC CERTIFICATION AGREEMENT

This Agreement will be included with each candidate's application packet and agreed to as a condition of employment.

I, _____, **agree** that as a condition of my employment with the Terre Haute Fire Department, I shall become a State Certified Paramedic **and** become approved to serve as a Paramedic by our local Medical Control Physicians within the maximum period of five (5) years from the beginning date of my employment. If, for any reason I should fail to reach this goal within the five (5) years allowed, I fully understand that The Terre Haute Fire Department shall decide to extend my period to receive the proper certifications **or** terminate Employment immediately; this decision based on the recommendation from Terre Haute Fire Department Fire Chief.

I, _____, **agree** to pay the costs associated with training to the Paramedic level if for any reason that I leave the Department prior to the 10 years of Employment .

I, _____, **agree** to maintain the Paramedic Certification throughout my employment with the Terre Haute Fire Department.

Date: _____

Signed: _____