SOUTHWEST CENTRAL FIRE TERRITORY
Station 41 - 23626 Fillmore Rd., South Bend IN 46619
Station 42 - 19971 Kern Rd., South Bend IN 46614

APPLICATION FOR EMPLOYMENT

Position applying for: _____

Name: _____ SSN: _____
First Middle Last

Mailing Address: _____
Number Street City State Zip

Phone: _____ ☐ Cell ☐ Home Email: _____

Driver's License No.: _____ Class: _____ State: _____ Expires: _____

Have you ever been discharged or forced to resign due to misconduct or unsatisfactory service?
☐ Yes ☐ No *If "yes," please explain details on the back of this application under "Additional Information."*

May we contact your current employer?
☐ Yes ☐ No

Can you, upon employment selection, demonstrate you are legally able to work in the United States?
☐ Yes ☐ No

Are you over 18 years of age?
☐ Yes ☐ No

EDUCATION & TRAINING

SCHOOL NAME	LOCATION	HIGHEST GRADE COMPLETED	GRADUATE? (Y/N)
Professional/Vocational Certifications or Licenses:			
Other special training or skills:			

REFERENCES

Please list three (3) references. DO NOT LIST relatives or previous employers, and references cannot be related to each other. References must have known you at least one (1) year.	
Name:	Address:
Phone:	Occupation:
Name:	Address:
Phone:	Occupation:
Name:	Address:
Phone:	Occupation:

(Write on back of application if more space is needed.)

Circle One	
Y / N	Have you ever been fired or involuntarily terminated from employment or asked to resign from any employment? If yes, explain in detail:
Y / N	Have you ever resigned or left your previous employment while the subject of an investigation prior to a decision regarding the investigation was made or delivered to you? If yes, explain in detail:
Y / N	Have you ever been disciplined by any employer(s)? If yes, explain in detail:
Y / N	Have you ever been arrested? If yes, give offense, date, county, state, territory or country and provide details regarding arrest:

Circle One	
Y / N	Have you ever been convicted of a crime, pled no contest, or had the sentence withheld for a crime, including arrestable traffic offenses (e.g. driving under the influence, reckless driving, driving while suspended, etc., …)? If yes, give offense, date, county, state, territory or country and provide details:
Y / N	Are you currently on probation following any criminal conviction?
Y / N	Do you have any pending criminal or disciplinary proceedings?
Y / N	Have you ever been the subject of a civil injunction, such as domestic violence?
Y / N	Have you ever committed any unlawful fire or arson?
Y / N	Have you ever used any illegal drugs?

If yes, when was the last time? _____

If yes, what drugs were used? _____

Explain in detail:

Previous/Current Fire Department Experience

Department Name: _____

From: _____ To: _____

Department Name: _____

From: To:

(Write on back of application if more space is needed.)

Thank you for your interest in Southwest Central Fire Territory.

PLEASE NOTE:

INCOMPLETE OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.

DISCLOSURE AUTHORIZATION AND RELEASE

"I hereby authorize any former employer, its employees, and representatives, or any person listed as reference to provide any and all information they deem appropriate regarding my employment and job performance to the Southwest Central Fire Territory and any of its employees, representatives, and agents. This information may be provided either orally or in writing. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights of claims I have or may have against any former employer, its employees, and representatives, former educational institution, or any person listed as a reference from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of such information by any person or party, whether such information is favorable or unfavorable to me."

_____ _____

Applicant's Signature Date

_____

Printed Name

CERTIFICATE OF APPLICANT

I hereby certify that all statements made in this application are true and complete to the best of my knowledge and belief and that any false statement or misstatement of material fact may subject me to disqualification, rejection, and removal from eligibility list or dismissal. I understand the manner in which this application is completed may determine my eligibility for employment and continued employment.

SIGNATURE _____

All job offers are contingent upon applicants passing a job-related physical examination, including drug testing.

Southwest Central Fire Territory
Release and Indemnification of Claims on Physical Agility Test

For and in consideration of the undersigned being considered as an applicant for the Southwest Central Fire Territory, in that each applicant must pass a physical agility test as part of the hiring procedure. The undersigned hereby releases and discharges Southwest Central Fire Territory, all agents, employees and officers of the Territory, from all actions and omissions, cause of action, damages, including acts of negligence and willful and wanton misconduct, claims and demands in law or in equity of every kind and character I may have, or my successors, assigns, heirs, executors or administrators may hereafter have against them or any of them, and hereby waive all claims against them or any of them resulting from any act, accident, or incident of any nature which may arise from my taking any or all of the physical agility tests as required and the department hiring procedures, stale law or otherwise.

I also agree to indemnify and forever hold Southwest Central Fire Territory, all agents, employees and officers of the Territory harmless against and from any cause of action or equity which hereafter may be instituted or recovered against the Southwest Central Fire Territory by myself or by any other person whomsoever for the purpose of enforcing a claim for damages on account of personal injury or property damage or conscious suffering arising out of my taking any or all of the physical aptitude tests as required under the department hiring procedures, state law or otherwise.

I understand that I will have to participate in tasks which may involve risk of physical injury, such as, but not limited to, stair climb, wet hose load, advance hose, joist walk, ladder climb against building, aerial ladder climb.

I understand that these tasks may be strenuous and I agree to perform them of my own free will.

Applicant's Signature: _____

Signature of Applicant's Physician: _____

Date: _____

Printed Name: _____

Address: _____

Applicant's Age: _____

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EMPLOYEE APPLICATION & HIRING PROCEDURE

Under the department's selection system, applicants for the position of firefighter must undergo a background investigation that includes, but is not limited to, their habits, experience and character. **(ALL INFORMATION YOU REPORT ON THE FOLLOWING FORMS WILL BE KEPT STRICTLY CONFIDENTIAL AND WILL NOT BE RELEASED TO ANY OTHER AGENCY WITHOUT YOUR WRITTEN CONSENT.)**

It is necessary that the department has access to any information about you that may have a bearing on your suitability for employment.

TO QUALIFY FOR FURTHER PROCESSING, THE FOLLOWING ITEMS MUST BE APPROPRIATELY COMPLETED IN INK, SIGNED AND DATED IN LEGIBLE FORM:

1. Completed, signed and dated application
2. Copy of your birth certificate
3. Copy of a high school diploma or certified copy of a GED certificate
4. Copy of your valid state driver's license
5. The attached Waiver of Liability on Physical Agility Test, dated and signed by the applicant and the applicant's physician

The above information should be completed, compiled together and attached to the application.

ALL ELIGIBLE APPLICANTS MUST BE CERTIFIED EMT BASIC OR HIGHER AND BE CERTIFIED FIREFIGHTER I/II.

Eligible applicants that have successfully completed the application will be notified of a written test.

Applicants that have a passing score on the written will move on to the physical ability test. The physical ability test is a Pass/Fail test.

Applicants that pass the physical ability test will then be scheduled to participate in the interview process.

After the interview process, the remaining applicants will be placed on the final hiring pool list at Southwest Central Fire Territory.

From that pool of applicants, the Chief will make the final decision on hiring.