



## GUIL-RAND FIRE DEPARTMENT RECRUITMENT QUALIFICATIONS AND PROCESS FOR CAREER FIREFIGHTERS



### **Qualifications:**

- Minimum Age: 18 ( at date of application)
- Must pass a rigid physical examination (far visual acuity shall be at least 20/30 binocular corrected with contact lenses or spectacles. Far visual acuity uncorrected shall be at least 20/100 binocular for wearers of hard contact lenses or spectacles.)  
(Successful long term soft lens wearers shall not be subject to correction criterion.)
- Applicant must have a valid driver's license from state of residence, with a reasonable driving record.
- High school graduation or equivalent GED certificate; Preference may be given to those with college course work from an accredited institution.
- Applicant must successfully complete physical agility and written exam.
- Applicant's record may NOT include: Conviction of a felony or other crime involving moral turpitude; one general court martial, more than one incidental court martial; or official military disciplinary action which some punishment was assessed; any discharge from the armed forces other than honorable discharge.
- Applicant must have the legal rights to live and work in the United States.
- Residency-no residency requirements presently exist.
- Applicant furnishes copies of birth certificate, driver's license, high school transcript and diploma ( or equivalent), college transcript (if applicable), and military discharge(form DD-214) if applicable. Applications not complete with supporting documentation may be automatically rejected. Also insert any fire training.
- A thorough background investigation will be conducted on tentatively selected candidates.

### **In addition qualified applicants must possess the following certifications at the time of hire:**

- North Carolina Certified Firefighter.
- EMT Basic
- Hazardous Materials Level 1

### **Furthermore, applicants who are hired shall obtain the following certifications within the designated time period:**

- North Carolina Driver's License Class B or higher within **6** months.
- North Carolina Emergency Vehicle Driver within **3** months.
- NIMS 100, 200, 700, and 800 within **3** months.

\*\*\* Additionally, the physical demands described here are representative of those that **must** be met by an employee to \*\*\* successfully perform the essential functions of this job. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential job functions unless the accommodation(s) imposes an undue hardship upon the essential emergency duties and responsibilities of the department. While performing the duties of this job, the firefighter is regularly required to talk or hear. The firefighter frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The firefighter must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, and ability to adjust focus. Annual physicals from a department hired physician are required showing the firefighters capability to perform the duties of a firefighter as per NFPA 1582 and OSHA 1910.134 standards. The task utilized, reasonably test the physical abilities of an individual as they apply to perform the basic fire ground duties. The task consist of a number of events performed consecutively to include the events listed below.

**Read all of the following and use the Instructions when completing this Application:**

- All information should be typed or printed legibly in **Black Ink**.
- All areas should be completely filled in.
- All mailing addresses should include zip codes.
- If you fail to complete any area or do not fully comply with these instructions, it may result in a delay in the application process, a lower overall assessment rating, or elimination from the process.
- Review all information on every form before placing the required signature on the signature line.
- Statement of Working Conditions and Authorization for Release of Information Forms should be carefully read, properly signed by you, and notarized.
- Required documents to complete the application packet **shall** include:
  - Birth Certificate
  - Driver's License
  - Social Security Card
  - High School Diploma or GED Certification
  - College/University Transcripts
  - Military Record DD214 (if applicable)
  - Naturalization Papers (if applicable)
  - Photograph of applicant

The Guil-Rand Fire Department expects honest and truthful responses to all requested information. Any employment that is offered as a result of falsified information on this application may be terminated.

**Methods of Submission:**

Completed applications may be submitted on line by emailing applications and supporting documents to  
[contact@guil-randfire.com](mailto:contact@guil-randfire.com)

Completed application may also be submitted in person by dropping them and supporting documents off at  
Guil-Rand Fire Station 20 located at 10506 S. Main St Archdale, NC 27263



# Guil-Rand Fire Department Application Packet



**Are applying for:**      **Career**      **Part-time**      **Volunteer**

**Date:**

**Name:**

Last                      First                      Middle

**Phone:**

Home/Cell                      Work

**Social Security #:**

**Have you applied here before:**      Yes      No

If yes, when?

**Date of Birth**

**List any aliases, nicknames, maiden name that you go by currently or have went by in the past**

**Email address:**

**Mailing Address:**

Street & Number or P.O. Box

**City:**

**State:**

**Zip Code:**

**Physical Address:**

Street & Number or P.O. Box

**City:**

**State:**

**Zip Code:**

**List all previous physical addresses starting with the most recent at the top. Do Not Use P.O. Boxes.**

Street and Number	City	State	Zip Code
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1.

2.

3.

4.

5.

**Drivers License**      Yes      No      **Driver's License Number**

**Driver's License Expiration Date**      **Class**      **State**

**Restrictions, current or past:**

## Application Packet Continued

**Are you a United States citizen**      Yes      No

If no, are you lawfully authorized to work in the United States      Yes      No

If lawfully allowed to work, provide Permanent Resident Alien Number, Temporary Alien Number, and authorization to work until date below.

If you are a permanent or temporary alien you **MUST** submit work authorization documentation with this application

**Male between 18-25, are you registered with the selective service**      Yes      No

**Have you ever been convicted of a felony**      Yes      No **or a misdemeanor**      Yes      No

If yes, please list date, state, offense, and brief explanation

**Have you ever served in the armed forces**      Yes      No

If yes, what year and provide explanation of any discharge less than honorable:

**High School Education:**

Highest grade level completed (1-12):      Did you graduate      Yes      No

Name of School

Address

If you did not graduate do you possess a GED      Yes      No

If yes, provide the date you received it and from where

**College Education:**

Number of years completed      Did you obtain a degree      Yes      No

If yes, what degree/degrees do you possess

If you have attended any college, career, or technical school provide the name, address, and years attended. Provide this information in the space below even if you did not graduate.

### **Application Packet Continued**

## Professional Certifications:

List all professional certifications, the date they were issued and if applicable when they expire

**List relevant volunteer experience if any you have for this position in the space provided below. Be sure to include dates you were involved and names of departments if you are listing experience as a volunteer firefighter.**

**Answer each of the following questions:**

1. Do you object to wearing a uniform	Yes	No	4. Are you able to perform the duties of this job as you understand them	Yes	No
2. Do you object to working nights	Yes	No			
3. Do you object to working rotating shifts	Yes	No	5. Do you object from being away from home for periods of time greater than 24 hours.	Yes	No

### Application history:

Have you ever applied with another fire department Yes No

If yes, list where and when

## Skills or hobbies:

In the space provided below, briefly list skills or hobbies that you believe will aid you in this position that are not mentioned elsewhere in this application. +

## References:

List five people who do not appear elsewhere on this application and who have knowledge of you and your work, these individuals should **NOT** be a relative.

Name \_\_\_\_\_ Address \_\_\_\_\_

1.

2.

3

4

5.

## Application Packet Continued

### **Employment History:**

List all jobs beginning with the most recent. If needed make an additional copy of this page and attach it to your application when submitting.

1. Employer	Salary			
Address				
Phone #	Supervisor			
From	To	May we contact	Yes	No
2. Employer	Salary			
Address				
Phone #	Supervisor			
From	To	May we contact	Yes	No
3. Employer	Salary			
Address				
Phone #	Supervisor			
From	To	May we contact	Yes	No
4. Employer	Salary			
Address				
Phone #	Supervisor			
From	To	May we contact	Yes	No
5. Employer	Salary			
Address				
Phone #	Supervisor			
From	To	May we contact	Yes	No

## **Application Packet Continued**

**Answer each of the following questions:**

1. Have you ever been fired, terminated, or asked to resign from a place of employment?      Yes      No  
If yes, give brief explanation of where, when, and why below.

2. Do you drink alcoholic beverages?      Yes      No

If yes, give brief explanation of how often.

3. Have you ever been drunk enough you did not recall events?      Yes      No

If yes, explain the last time this occurred

4. Have you ever abused any drug (illegal or prescription)?      Yes      No

If yes, give detailed explanation of when and events surrounding the usage.

5. Have you ever stolen/taken any item?      Yes      No

If yes, give detailed explanation of when and surrounding events.

6. Desired monthly income?

7. What is the total of your combined monthly financial obligations?

8. Have you ever wrote a bad check, been past due or delinquent on a payment, or failed to meet another financial obligation that you were responsible for.      Yes      No

If yes, provide the date and the party you were delinquent to, or failed to meet other financial obligation

If yes to the above question, what is the status or outcome of the delinquency or failed obligation?

**If more space is needed for any explanation attach an additional typed sheet to this application with the explanation and a reference to which question the explanation is for.**

**Guil-Rand Fire Department is an Equal Opportunity Employer**

**Guil-Rand Fire Department will prohibit discrimination in employment on the basis of race, creed, color, religion, sex, national origin, physical or mental handicap, age or any other factor which cannot be lawfully used as the basis for employment decisions**

Name:

Position applied for:

Date of Application

Phone Number

**Voluntary Information**

COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS REQUIRES EMPLOYERS TO MONITOR AND REPORT THE STATUS OF THEIR EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAMS. FOR THIS PURPOSE, WE ARE ASKING YOU TO COMPLETE THE INFORMATION BELOW THIS INFORMATION WILL BE TREATED AS CONFIDENTIAL. FAILURE TO PROVIDE THIS INFORMATION WILL NOT JEOPARDIZE OR ADVERSELY AFFECT ANY CONSIDERATION YOU MAY RECEIVE FOR EMPLOYMENT.

**Racial or Ethnic Group**

American Indian

Alaskan

Asian/Pacific Islander

Black/African American

Hispanic/Latino

White/Caucasian

Other

**Gender**

Male

Female

Please specify how you heard about this position:

### Acknowledgment

I HEREBY CERTIFY THAT THIS APPLICATION CONTAINS NO WILLFULL, FALSE OR MISLEADING STATEMENTS, AND THAT THE INFORMATION GIVEN BY ME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I ALSO UNDERSTAND THAT, IN THE EVENT OF EMPLOYMENT, ANY SUCH FALSE OR MISLEADING STATEMENTS MAY RESULT IN DISCHARGE.

I FURTHER AUTHORIZE GUIL-RAND FIRE DEPARTMENT TO MAKE ANY INVESTIGATION OF MY PERSONAL HISTORY, FINANCIAL AND CREDIT RECORDS, AND POLICE AND COURT RECORDS THROUGH ANY INVESTIGATIVE OR CREDIT AGENCIES OR BUREAUS OF THEIR CHOICE. I AUTHORIZE MY FORMER EMPLOYERS TO GIVE ANY INFORMATION REGARDING MY EMPLOYMENT AND ANY SCHOOLS OR OTHER SCHOLASTIC RATINGS TO GUIL-RAND FIRE DEPARTMENT DURING THE COURSE OF THEIR INVESTIGATION.

I HEREBY RELEASE THEM FROM ANY DAMAGE WHATSOEVER FOR ISSUING SAME.

I UNDERSTAND THAT, IF I AM EMPLOYED, I WILL BE ON PROBATION FOR A PERIOD OF ONE YEAR, AND THAT I MAY BE DISCHARGED FOR ANY REASON DURING THIS PERIOD WITHOUT THE RIGHT OF APPEAL.

Signature of Applicant

Date