



Centerville Fire/Rescue
414 South Morton Avenue
Centerville, Indiana
(765) 855-3889

APPLICATION FOR EMPLOYMENT

It is the policy of the Town of Centerville and Centerville Fire/Rescue that all personnel actions such as: hiring, rate of compensation, benefits, promotions, transfers, layoffs, recalls, town supported training, and social or recreational programs shall be administered without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, branch of military service, or non-job-related handicap. Therefore, all such personnel actions should be based on the results achieved on the job, as well as objective job relatedness in both job qualifications and performance standards.

The application shall be filled out by the applicant. Attach supplements as necessary. All information will be given fair consideration, however, its acceptance by Centerville Fire/Rescue does not imply that the applicant will be employed.

Questions in this application are designed to give Centerville Fire/Rescue a complete background of each applicant. Any questions concerning this application should be directed to the Fire Chief of Centerville Fire/Rescue at (765) 855-3889.

Do not misstate or omit material since information furnished herein is subject to verification to determine your qualifications for employment.

Applicant's Name (Print): _____

Date: _____

Mission Statement

Training to Serve
Planning to Protect
Acting to Save

To serve the community by providing the best possible service to save lives, protect property and the environment from the effects of fire and other dangers.

Application Instructions

Fill out the application in its entirety. Include all information as requested below, where applicable. You may send the completed packet by certified mail to: Centerville Fire/Rescue, 414 South Morton Avenue, PO Box 125, Centerville, IN 47330. You may drop off the completed packet in a sealed envelope at the Centerville City Building, 204 East Main Street, Centerville, IN 47330, or at the fire station.

Application Packet

Applicant must obtain the following to be included with application for employment.

1. Copies of all valid EMS Certifications, EMS training that has been completed and copies of all valid Fire Certifications, and any Fire training that has been completed.
2. A copy of your driving record **MUST** be obtained from the Bureau of Motor Vehicles and submitted with this application.
3. A Birth Certificate and/or documentation that provides official notification that your birth took place.
4. Copy of High School Diploma or GED.
5. Copy of valid Driver's License.
6. Criminal Records check (can be obtained at Wayne County Jail first floor).
7. Copy of DD-214 (if applicable).

Evaluation

With respect to all other criminal convictions which are not felonies, in each case Centerville Fire/Rescue will consider whether the prior criminal conviction or military offense conviction of the applicant will have a bearing on the applicant's job performance. The date and nature of the offense, the essential functions of the position for which the applicant is considered, as well as the applicant's other qualifications will be considered.

Confidentiality

As a matter of policy, Centerville Fire/Rescue will use its best efforts to keep the applicant's criminal record confidential, should the situation present itself. During the selection and potential placement process, it will be necessary to inform the Fire Chief of a relevant past record.

Any Relative Involved in Emergency Service

List all family members (living) in order given: Parents, Step-Parents, Foster Parents, Guardians, Parents-In-Law, Brothers, Sisters, Children, and/or any other significant person.

Relationship	Name	Agency Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Experience

Have you had any Fire Service Experience? If so, with what Agency? _____

Number of years of service? _____

What type of Fire/EMS training have you had? _____

Have you applied for an employment opportunity with the Town of Centerville and/or Centerville Fire/Rescue before? If so, when? _____

Education

Please specify the highest-grade level attained and attach copies of diplomas. Information contained in this section will be used only to the extent that is relevant to the necessary qualifications and the position for which you have applied.

School	Years Attended	Degree/Diploma
<hr/>		
High School		
<hr/>		
Career/Trade School		
<hr/>		
University		
<hr/>		
Other		

Military

Attach copy of DD-214, if applicable.

Have you served in the Armed Forces? If so, what branch? _____

How many years were served? _____ Type of Discharge: _____

Current Employment

<hr/>	<hr/>
(Place of Employment)	(Phone)
<hr/>	
(Address)	

Name of Supervisor: _____

May we contact this employer? YES NO

Employment History

Last ten (10) years starting with the most recent first

Month & Year	Position	Company Name	Supervisor Name	Phone

References

Business or Professional who are not related to you

Name	Contact Number	Years Known	Occupation

Organizations/Clubs

Please list below any organizations and/or clubs that you are currently, or have in the past been, a member of. Completion of this section is OPTIONAL. Non-completion of this section will IN NO WAY jeopardize your employment opportunity.

Certification of Information

I, the undersigned, certify that the above information is true to the best of my knowledge. I further understand that I may be required to submit to a physical examination. A copy of my driving record through the Bureau of Motor Vehicles is attached to the application and I will notify Centerville Fire/Rescue of any change in my legal driving status after this application has been submitted for review.

Signature of Applicant

Town of Centerville
Centerville, Indiana

Applicant Release Form

I, _____, presently residing at

_____ have applied for employment/membership with Centerville Fire/Rescue, of the Town of Centerville. I have been advised and am fully aware that a representative of Centerville Fire/Rescue a Department of the Town will be conducting a thorough investigation of my background to assist in determining my suitability for this employment/membership. I realize that, in conducting this background investigation, representatives will be making inquiries of: Officials and Records Offices at school which I have attended; Physicians and/or other persons who may have examined or treated me for any physical or other type illness or injury; Police and/or Court Records with whom I may have an arrest or conviction record; Credit Bureaus and/or firms who may have information regarding my credit history and/or financial standing; present and previous employers; and any other persons who may be able to provide information about me which the Department deems necessary.

I hereby give my permission and waive all provisions of law forbidding any physician or other person who has attended me or any other school official, court, policy agency, credit bureau, employer, firm or person, from disclosing any knowledge of information they have concerning me which is requested or desired by the Department. I further consent that the Chief of the Department or his/her representative be provided with a copy of any such records concerning me which they may desire.

I hereby give my consent to _____ or it's designee to perform test of my blood and/or urine to determine my possible usage of prohibited substances.

I recognize the right of the Department to treat, at its discretion certain sources as confidential, and its right to withhold them from me and/or my agent the names of such confidential sources, and information obtained there from.

Signature of Applicant

Date

Authorized by: _____ Title: _____

Disclaimer – By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal. If hired, I also provide consent for former employers to be contacted regarding work records as well as any background checks. I understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time. I understand that the Town of Centerville is an equal opportunity employer.

Physical Ability Test

The applicant will retain this portion of the packet to prepare for the Physical Ability Test.

This document is to prepare the applicant for the Physical Ability Test (PAT) for Centerville Fire/Rescue. This is a series of tasks designed to assess important physical abilities necessary for effective job performance as a firefighter. The following describes the components of the physical ability test and offers information to assist you in preparing.

The Physical Ability Test contains four job-simulation events in a continuous series. These events include:

- Stair climb with equipment and Maze (search)
- Ladder climb/Hoseline hoist
- Victim rescue (dummy drag)

The following guidelines apply to the PAT.

Applicants must wear a self-contained breathing apparatus (SCBA), excluding the face piece, or a weighted vest, for most elements of the job simulation component.

Applicants are strongly encouraged to wear athletic shoes (sneakers) and appropriate clothing for physically demanding work. You will be performing physical acts that demonstrate strength, agility, and endurance, and it is important to be outfitted in attire that does not hinder your performance. During the PAT, you may get dirty and/or wet from maneuvering through the exercises. Plan your dress accordingly, long pants are recommended.

Protective gloves will be provided by CF/R and must be worn during the PAT. Knee pads are optional (will not be provided by CF/R), and it is the candidate's choice to utilize them. You may bring your own gloves, kneepads, etc. to use; however, the testing authority reserves the right to inspect all equipment, and to disallow equipment, to ensure that its use does not affect the fair and impartial administration of the PAT.

You must not run during the test. Running is not permitted on a working fireground, and it will not be allowed during this test. Failure to heed a first warning not to run may result in disqualification. Running is defined as any time both feet are off the ground at the same time while you are advancing on the course. You may move as fast as you like, while remaining safe, on the stair climb stations as it is not technically possible to run during these components.

#1: Stair Climb/Equipment Carry/Maze

Station Description:

The candidate must put on the SCBA pack or weighted vest. The candidate will climb up the station's steps while carrying 2 power tools, set down the power tools, crawl through the maze, pick up the power tools, then descend the stairs. Before starting the climb, the candidate will pick up the power tools. The candidate should hit every stair going up and coming back down the staircase. When the candidate reaches the upper floor, he/she will go to the maze and set

down the power tools. The candidate will then crawl through the maze, consisting of at least two turns and a limited space opening. The maze will not have any lighting, and the candidate will not be permitted to use any light source. Upon exiting the maze, the candidate will pick up the power tools and follow the path around the upper level back to the stairs and descend the stairs. Once the candidate descends the stairs, he/she should set the tools on the ground.

Preparation:

The stair climb/equipment carry part of this station assesses muscular and cardiovascular endurance. You may practice for this station by ascending and descending stairs while carrying approximately 55 pounds of weight (SCBA plus equipment). The maze portion of this station will simulate crawling into a fire building and conducting a search with little to no visibility.

#2: Victim Rescue (Dummy Drag)

Station Description:

The candidate will drag a human form dummy weighing 165 pounds (weight of dummy and clothing) approximately 50 feet from the bay door to the hose tower. The candidate will drag the dummy using the pull harness attached to the dummy or by placing his/her elbows under the armpits of the dummy. In order to complete this station, the candidate and the dummy must both completely cross the finish line.

Preparation:

This station assesses lower body strength and endurance. You may prepare for this event by dragging a weighted object using a rope.

#3: Ladder Climb/Hoseline Hoist

Station Description:

The candidate will ascend the hose tower ladder to the platform, use a rope to hoist a section of hoseline up to the hose rack, place the hose on the rack, then lower the hose down and, then descend the ladder. If the candidate loses control of the rope (e.g., the rope slips through hands), he/she will be required to perform the event again. While raising and lowering the hose, the candidate's feet must remain in a box that is marked on the platform.

Preparation:

To simulate the hose hoist, you can tie a rope securely to a weighted bag and place the rope over a sturdy horizontal bar that is eight to ten feet above the ground. Then you can use the same movements as you would to reel in a load attached to the rope. The weight of the hoseline is approximately 35 pounds.