



APPLICATION FOR EMPLOYMENT

1. All applicants must submit a fee of **\$ 25.00** to cover processing and testing costs. A BANK CHECK or MONEY ORDER [**no** personal checks] **must be submitted with the completed applicant package.** Please make bank check / m.o. payable to the "Cumberland Fire District".

Applicant Information:

email address: _____

2. Name _____
(last) (first) (middle)

3. Residence: _____ How long at this address? _____

4. Mailing Address: _____
(Number & street or P.O. Box) (City) (State) (Zip Code)

5. Telephone contact #s: _____

6. Date of Birth _____ Social Security Number _____
(mm / dd / yy) (xxx - xx - xxxx)

7. Drivers License # _____ State of Issuance _____

8. Are you a legal United States citizen? _____

9. Educational Background:

GED Issued by _____ Date GED issued: _____
(name of school) (city & state) (did you graduate?) (dates attended) (Major course)

High School _____

College _____

10. **EMT Licensing**

not licensed currently attending EMT training at _____

I am currently licensed in RI - (indicate EMT #) _____
and my EMT license expires on (mm / dd / yy) _____

11. **Fire Service Certifications** (please submit copies of certifications with applicant package)

None

NFPA 1001 level 1 NFPA 1001 level 2

Please submit copies of completed fire service training programs with your applicant package.

12. **Employment History** (account for last 10 years) (attach additional sheets if needed)

company name _____
address _____
position(s) held _____ from _____ to _____
supervisor(s) name(s) _____ telephone _____
reason for leaving _____

company name _____
address _____
position(s) held _____ from _____ to _____
supervisor(s) name(s) _____ telephone _____
reason for leaving _____

company name _____
address _____
position(s) held _____ from _____ to _____
supervisor(s) name(s) _____ telephone _____
reason for leaving _____

company name _____
address _____
position(s) held _____ from _____ to _____
supervisor(s) name(s) _____ telephone _____
reason for leaving _____

company name _____
address _____
position(s) held _____ from _____ to _____
supervisor(s) name(s) _____ telephone _____
reason for leaving _____

13. **Military Service Record:** none

Branch of Service _____

Dates of service: from: _____ to _____

Are you still active ? _____

If discharged, indicate date and type of discharge: _____

14. **Criminal Record:**

Have you ever been arrested for, convicted of (or pleaded Nolo Contendere to) any crime? _____

If yes; please attach a separate sheet with an explanation of EACH offense and disposition.

15. **Personal References:**

List three (3) references who have known you for at least two (2) years PRIOR to this application date.

- DO NOT INCLUDE PAST OR PRESENT EMPLOYERS
- DO NOT INCLUDE RELATIVES (BY BLOOD OR BY MARRIAGE)

Name : _____

Address: _____

Telephone: _____

Relationship: _____

Name : _____

Address: _____

Telephone: _____

Relationship: _____

Name : _____

Address: _____

Telephone: _____

Relationship: _____

16. Verification of Personal Information:

I, (please print) _____ the applicant named herein, certify the facts and information contained in my application for employment with the Cumberland Fire District, and / or North Cumberland Fire District, and / or Valley Falls Fire District, ("the Fire Districts") are true and accurate and provided to the best of my ability. Submission of false or misleading documents, statements, etc... as a component of this hiring process may be grounds for removal from consideration or subsequent District employment; and possible prosecution by legal authorities.

I grant **permission** to "the Fire Districts" to conduct background investigations and collect personal information necessary to verify the truth of information provided or to investigate my character and my background. Sources of my personal information include (but are not limited to): employers, law enforcement agencies, medical personnel, state Department of Motor Vehicle records, and other sources as required.

I understand and agree that if I otherwise qualify for employment with any of "the Fire Districts", I will be required to submit to medical and psychological examinations, and that drug testing is a component of the medical test. Should I fail any of the required medical examinations, I understand that my qualification for placement on the hiring list shall be delayed until future vacancy or denied, depending upon the circumstances related to the test failure. Should I fail the drug testing component, I understand that I shall be removed from the hiring process.

The undersigned parties hereby agree and understand that drug testing results shall be used solely to determine suitability of the applicant for admission as an employee of any of "the Fire Districts", and that drug testing results shall not be used in any criminal investigation or other purposes.

I, (please print) _____, my successors and / or assignees, heirs, executors, do hereby release, promise, and forever hold harmless the said Fire Districts of Cumberland, North Cumberland, and Valley Falls; it's employees, officials, and administrators from any and all liability, claims or damages both in law or in equity, that may arise / occur as a result of investigation into my medical and personal background, character, and similar areas as authorized herein.

The undersigned applicant, if hired by any "Fire District" identified in this document, will freely and completely submit and abide by all Rules and Regulations of that "Fire District" and acknowledges that failure to abide by such Rules and Regulations may cause the applicant to be removed from all affiliation with said Fire District.

The undersigned applicant hereby acknowledges that he / she has read the attached application completely, has understood each and every provision thereof, and has not executed any portion of this application involuntarily or while being coached or under duress. The undersigned applicant declares that all information completed as a component of the employment package is true and accurate to the best of the applicant's ability. The undersigned applicant acknowledges that the submission of any false or misleading information in conjunction with the Fire District employment process shall be grounds for dismissal from the Fire District during any phase of affiliation, and without recourse against the Cumberland, North Cumberland, or Valley Falls Fire District.

Applicant signature: _____ Date: _____

Applicant (printed name) _____

Do not write below this line:

+++++
FD USE ONLY : App RECEIVED (Date / Time) _____ by _____
App REVIEWED (Date / Time) _____ by _____
Processing Fee \$ 25.00 - paid ? _____ check / m.o. # _____

17. Requirements:

1. Candidate must be eighteen (18) years or older at time of written exam.
2. Minimum educational requirement is GED level certification for all candidates.
3. Candidate must hold successful completion of RI Fire Chief's Physical Performance Assessment Test (**PPA**).
The **PPA** certificate MUST be valid and NO MORE THAN ONE (1) YEAR OLD as of the **DATE OF APPOINTMENT** for employment within the District, or that candidate shall be bypassed on the hiring list.
Candidate MUST present the ORIGINAL CERTIFICATE issued as proof of completion of the PPA to the District PRIOR to an offer of employment. Candidates that cannot show proof of a valid, original PPA certificate shall be bypassed from consideration.
4. The EMT license must be obtained PRIOR to being offered employment with the District, or that candidate shall be bypassed on the hiring list.
5. Candidate must have a valid US (state issued) Driver's License prior to being offered employment with the District. Candidates must hold a valid US (state issued) Driver's License at the time of the job offer; or that candidate shall be skipped over in the hiring list.
6. Candidate must complete and submit all required documents.
7. All information submitted in any phase of the testing or hiring process must be factual and truthful.
8. Candidate must pass all examinations, including required medical examinations and personal background investigations associated with the hiring process of the District.

18. Examination Process:

1. Application properly completed and returned within specified timeframe.
2. Written examination (at date and time to be announced) successfully completed.
3. Individual Fire Districts conduct their own background checks, personal interviews, etc...
4. Hiring lists are established for each Fire District, based upon scoring system utilized for that District.
5. Upon need to hire: selected candidate(s) will proceed for additional medical / psychological tests.
6. Successful candidate(s) meeting all requirements will be offered PROBATIONARY employment.
7. Upon completion of the PROBATIONARY period, the employee attains full employment status.

19. **Checklist of associated documents:**

The following must be submitted at the time of application:

- All seven (7) pages of this application (signed and dated)
- a **BANK CHECK** or **MONEY ORDER** (no personal checks; no cash) for **\$ 25.00** (twenty-five dollars)

Please make checks / money orders payable to the "Cumberland Fire District".

- Photocopy of valid Driver's License
- Photocopies of educational diplomas, degrees, GED, etc...
- Photocopies of EMT license (if any) (must have EMT prior to appointment)
- Photocopies of Firefighting certifications (if any)
- Photocopy of RI Candidate Physical Agility Test Certificate (if any); (must present ORIGINAL prior to appointment)
- Additional sheets of Employment History, Criminal Record, etc... (if needed)
- Personal Resume (optional)

****All COMPLETED applications must be returned to:

**Cumberland Fire District
1530 Mendon Road
Cumberland, RI 02864**

Note: Applications may be hand delivered or mailed. It is strongly suggested that mailed applications include a *confirmation of receipt*.

All **mailed** applications **must be RECEIVED by the closing date as advertised.**

All **hand delivered** applications **must be received by the closing date and time as advertised.**

Questions? Please contact :

Cumberland Fire District	401-333-4311	cfdchief@cumberlandfire.org
North Cumberland Fire District	401-333-2244	chief@ncfd.necoxmail.com
Valley Falls Fire District	401-722-5992	chief@valleyfallsfire.com

*The Cumberland Fire District, North Cumberland Fire District, and Valley Falls Fire District
are Equal Opportunity employers*