



August 2024

Vincennes City Fire Department Application for Employment of a Probationary Firefighter

The filing of this application and its acceptance thereof does not indicate that there are positions open, and it in no way obligates the City of Vincennes, Indiana or the Vincennes Fire Department in any form pertaining to employment of an applicant. All applications can be rejected for any reason. All applications shall be retained on file for up to two calendar years. The policy of the City of Vincennes is to be in full compliance with all Federal and State Nondiscrimination and Equal Opportunity Laws, Orders, and Regulations relating to race, creed, color, national origin, religion, sex, age, handicap, disability, or status as disabled veteran or veteran of the Vietnam Era.

Application must be completed in full in order to be considered.

Date: ____/____/____

Personal Information

Date of Birth: ____/____/____

Name: _____
Last First Middle

Home Phone: (____) ____-____ Social Security #: _____

Present Address: _____

City: _____ State: _____ Zip: _____

Are you presently employed? () Yes () No

Do you have a valid driver's license? () Yes () No

If so, list State Issued License Number and Expiration:

State _____ Number _____ Expiration ____/____/____

Hiring Requirements

IC 36-8-3.5-12. Of the Indiana Code States...to be appointed to the department, an applicant must be:

1. a citizen of the United States;
2. a high school graduate or equivalent; and
3. At least twenty-one (21) years of age and under forty (40) years of age at the time of Public Employees Retirement Fund (PERF) acceptance.

Further Requirements or Certifications to be considered as a Probation Firefighter of the City of Vincennes Fire Department are:

1. Indiana Firefighter I/II
2. Indiana Hazardous Materials Awareness
3. Indiana Hazardous Materials Operations
4. Emergency Medical Technician-Basic (E.M.T.-B.) or higher certification. Or be certified as an Indiana Emergency Responder and AGREE TO ACHIEVE THE CERTIFICATION OF E.M.T.-Basic WITHIN ONE YEAR OF EMPLOYMENT. (Probationary Period)
5. Candidate Physical Agility Test (CPAT) Certification Card dated within one (1) year of possible hire.

Do you fit all of the above criteria? Yes No

Can you provide proof of eligibility? Yes No

If yes, attach documentation to application. See below.

Are you willing to reside in Knox Co., IN.? Yes No

PSID: _____

Please attach copies of the following items to application:

- High school certified transcripts or GED
- Driver's Licence
- College certified transcript
- Other educational certificates
- DD 214 (if veteran)
- Birth Certificate
- Indiana Firefighter I/II Certifications
- Emergency Medical Technician, or Emergency Medical Responder
- Candidate Physical Agility Test (CPAT) Certification Card dated within one (1) year of possible hire date
- All pertinent fire certifications

List any additional experience and personal background factors that you believe would make you a qualified candidate for firefighter. (Add pertinent fire training here)

Educational Background

High School: Name: _____

City: _____ State: _____

Graduated? () Yes () No Year: _____

If no, then GED? () Yes () No Year: _____

College: Name: _____

City: _____

State: _____

Obtained degree? () Yes () No Year: _____

Major: _____

College: Name: _____

City: _____

State: _____

Obtained degree? () Yes () No Year: _____

Major: _____

Other Education

Describe:

Work Experience

Please list the last employer first. List all employers for the past 15 years.

#1 _____
Name of Employer Address

Start date _____ End date _____ City/State/Zip _____

Duties: _____

Job title: _____

Supervisor: _____

Salary per Hour/week/year: \$ _____

Employer's phone number: (_____) _____ - _____

Work Experience

#2 _____
Name of Employer Address

Start date _____ End date _____ City/State/Zip _____

Duties: _____

Job title: _____

Supervisor: _____

Salary per Hour/week/year: \$ _____

Employer's phone number: (_____) _____ - _____

Work Experience

#3 _____
Name of Employer _____ Address _____

Start date _____ End date _____ City/State/Zip _____

Duties: _____

Job title: _____

Supervisor: _____

Salary per Hour/week/year: \$ _____

Employer's phone number: (_____) _____ - _____

Work Experience

#4 _____
Name of Employer _____ Address _____

Start date _____ End date _____ City/State/Zip _____

Duties: _____

Job title: _____

Supervisor: _____

Salary per Hour/week/year: \$ _____

Employer's phone number: (_____) _____ - _____

May we contact the employers listed above? () Yes () No

If No, indicate which employers you do not wish us to contact and why.

Note: This is not necessarily an automatic rejection of the applicant. We understand that proposed applicants may not want their current employer notified.

1. _____

2. _____

3. _____

4. _____

Explain any mechanical or technical training you may have that necessarily may not be fire based training:

Example given (e.g.) - Construction, including electrical. Machinery, automotive, etc. or any "hands-on" training you feel may be pertinent to the job of a firefighter.

Military Service

Date Entered _____

Date Discharged _____

Branch _____

Rank _____

Duties: _____

Where you Honorable Discharged? () Yes () No

If No, Explain Nature of Discharge **(DO NOT LIST ANY CLASSIFIED INFORMATION)**

Arrest Record (Detailed Information Shall Be Explained Later in Criminal Release)

Have you ever been arrested? () Yes () No If yes, describe below:

Date	Location	Charge	Disposition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Vehicle Operation Record

Have you ever been involved, as a driver, in a vehicle accident or ticketed for a moving violation?

() Yes () No

If yes, describe:

<u>Date</u>	<u>Location</u>	<u>Explanation</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Personal References

Please attach a list of three (3) persons, not related to you, whom you have known at least one year with the following information:

- Name • Phone Number
- Address
- Occupation

CAREFULLY READ AND UNDERSTAND

City Policy Statement

The policy of the City of Vincennes is to be in full compliance with all Federal and State Non-discrimination and Equal Opportunity Laws, Orders, and Regulations relating to race, creed, color, national origin, religion, sex, age, handicap, disability, or status as disabled veteran or veteran of the Vietnam Era.

It is the policy of the City of Vincennes not to discriminate against a qualified individual with a disability in its job application procedures; the hiring, advancement, or discharge of employees; employee compensation, job training, and other terms, conditions, and privileges of employment. It is the intention of this municipality to comply with all applicable requirements of the Americans with Disabilities Act (ADA).

All applicants, by signing this application, agree to a contract agreement stating that separation from the Fire Department before his or her third-anniversary date of hire would require he or she to reimburse the Vincennes Fire Department, City of Vincennes and Fire Pension Board for all cost incurred during the hiring process.

The City of Vincennes and the Vincennes City Fire Department are equal opportunity employers.

I certify; that the information given in the application for employment is complete, correct, and accurate. I affirm that, if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

Signature of Applicant
(Sign in the presence of a Vincennes Fire Department Official)

Date

VINCENNES FIRE DEPARTMENT
Notification and Authorization to Release Criminal
Information for Employment Purposes

Notification

The position for which I am being considered requires me to consent to a criminal background check as a condition of employment. This check includes the following: Criminal history reference searches for felony and misdemeanor convictions at the county and federal levels of every jurisdiction where I currently reside or where I have resided during the past 7 years; and sex offender registry searches at the county and federal levels in every jurisdiction where I currently reside or where I have resided.

Authorization

I hereby authorize Vincennes Fire Department (VFD) to conduct the criminal background check described above. In connection with this, I also authorize the use of law enforcement agencies and/or private background check organizations to assist VFD in collecting this information.

I also am aware that records of arrests on pending charges and/or convictions are not an absolute bar to employment. Such information will be used to determine whether the results of the background check reasonably bear on my trustworthiness or my ability to perform the duties of my position in a manner which is safe for VFD, employees, and other community members.

Please Print

Position(s) Applied for: _____

Full Legal Name: _____

First

Middle

Last

Other Names You Have Used in Past Seven Years: _____

Current Address: _____

Previous Address (most recent): _____

Addresses in the 7 years prior to completing this authorization:_____

Phone Number:_____

Alternate Phone Number:_____

Date of Birth:_____

Gender: Female () Male ()

Month/Day/Year

Social Security Number:_____

Driver's License #_____ State of Driver's License_____

Have you ever been convicted of a criminal *offense or have any pending criminal charges against you?

*This refers only to felonies and misdemeanors; you do not need to include non-criminal traffic violations or municipal ordinance violations.

Yes () (provide detail on next page) No ()

To the best of my knowledge, the information provided in this Notice and Authorization and any attachments thereto is true and complete. I understand that any falsification or omission of information may disqualify me for this position and/or may serve as grounds for the severance of my employment with VFD. By signing below I hereby provide my authorization to VFD to conduct a criminal background check and I acknowledge that I

have been provided with a summary of my rights under the Fair Credit Reporting Act which is attached. <https://www.debt.org/credit/your-consumer-rights/fair-creditreporting-act/> In addition to those rights, I understand that I have a right to appeal an adverse employment decision made by VFD based on my background check information within three business days of receipt of such notice and that a determination on my appeal will be made in seven working days from VFD's receipt of such appeal.

Signature

Date

DETAILS PERTAINING TO MISDEMEANOR OR FELONY CONVICTIONS

Job Description

Firefighter

Summary of Job Classification:

To respond to fire alarms and to protect life and property endangered by fire; to respond to medical emergencies and requests for rescue to protect life and provide emergency medical services as prescribed by the Vincennes City Fire Department; to maintain equipment and quarters; and to do other related work as required.

Examples of Duties:

- Strive to promote public education within the jurisdiction of the Vincennes City Fire Department.
- Responds to alarms as dispatched.
- Deployment of hose(s), directs streams of water, carries and sets up ladders, performs overhaul operations along with any other duties as directed.
- Operates fire pumps.
- Washes, polishes, and services fire apparatus.
- Drills with company members; attend special instruction in firefighting and prevention techniques.
- Administers emergency medical care and assists patients to the appropriate level of their training.
- Tests, washes, and performs general hose care.
- Assist visitors.
- Studies district lay outs and water systems.
- Drives and operates equipment, serves as engineer in rotation when assigned.

- Responds to emergency calls when called off duty.
- Cleans, maintains and makes recommendations regarding fire stations.
- Follows correct chain of command.

Working Conditions and Hazards:

Inside/outside working conditions, exposed to all extremes of the environment; exposed to toxic and non-toxic odors, fumes, dusts, mists, and gasses; exposed to extremes of heat from fires; exposed to all of the hazards of firefighting.

Physical Requirements:

Generally good health, maintain eligibility for State of Indiana Firefighter Pension Fund if required. Hold a current Candidate Physical Agility Testing (CPAT) certification dated within one (1) year of hire date.

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