

VILLAGE OF GREENDALE APPLICATION FORM

PART I

VILLAGE OF GREENDALE FIREFIGHTER APPLICATION (An Equal Opportunity Employer)

NOTICE: The Greendale Fire Department will conduct an initial screening (criminal record, ordinance violations and driving record check) to determine if an applicant should be disqualified or automatically rejected as an applicant for the position of firefighter. Disqualified applicants will not be allowed to participate in the remaining stages of the hiring process. The following information is needed to conduct both the initial screening and detailed background investigation to be hired as a firefighter.

Instructions:

- To be filled out by the applicant only.
- Answer all questions.
- Print neatly with **black ink** or **type** application.
- **DO NOT CHANGE FORMAT.**
- Attach supplements if necessary.
- Date and sign application.
- Incomplete applications or not completing all forms required **MAY NOT BE CONSIDERED.**
- If you choose to submit a resume, attach separately and **DO NOT** fill in with “*see resume*”.
- If not applicable, indicate *N/A* so we know you read the question.
- Failure to provide the requested information will result in disqualification from the application process.
- When you submit your application, you must also submit a non-refundable \$15 processing fee (**EXACT** U.S. currency, check, or money order payable to the Village of Greendale).
- You are not required to furnish any information which is prohibited by federal, state, or local law.
- Questions can be directed to the Fire Chief, Monday through Friday, 8AM to 4PM at (414) 423-2131.

Applications can be mailed or dropped off at:

Greendale Fire Department
6200 W. Loomis Rd
Greendale, WI 53129

*** Late or incomplete applications will be rejected ***

The following documents **MUST** be returned with the application:

1. Copy of valid Wisconsin Operator’s License.
2. Copy of Wisconsin EMT-D Certification, or EMT-P certification, preferred
3. Copy of Wisconsin Firefighter Level 1 Certification
4. The attached Authorization to Release Information and Waiver form properly signed and dated.
5. Non-refundable processing fee of \$15 (**EXACT** U.S. currency, check or money order payable to the Village of Greendale).

I have read and understand all the above instructions.

Sign: _____

Date: _____

VILLAGE OF GREENDALE APPLICATION FORM

Title of Position Applying For: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Department:
Name: (Last) (First) (M.I.)	Home Phone: () _____ - _____
Current Address: (Street) (Apt#)	Business Phone: () _____ - _____
(City) (State) (Zip Code)	E-mail address where we can contact you:
Permanent Address: (if different than above) (Street) (City) (State) (Zip Code)	Cell phone where we can contact you: () _____ - _____
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Social Security # _____	Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you possess a valid Wisconsin driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No DL #: _____	Do you possess any other valid driver's licenses, Wisconsin CDL, or motorcycle endorsement?

Attach a copy of driver's license

THIS SECTION MUST BE COMPLETED!				
Have you ever been convicted of any violations of law, whether felony, misdemeanor, municipal citation or traffic citation? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please explain below (you may attach additional sheets if necessary). Please list ALL incidents in which you were convicted or have currently pending against you. Failure to include all information requested under this section may result in denial of employment.				
Date	Location	Charge	Court	Disposition

NOTE: A conviction or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the circumstances of the particular position or if the employer deems there is a bona fide occupational qualification inherent in the position which requires this information prior to hiring.

VILLAGE OF GREENDALE APPLICATION FORM

EDUCATION

Did you graduate from high school? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of school: _____ Location of school: _____ If no, have you passed a high school equivalency or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No Location: _____
Are you certified, certifiable, or can you meet the requirements for certification as a Law Enforcement Officer? <input type="checkbox"/> Yes <input type="checkbox"/> No Date certified: _____ State certified by: _____

Attach a copy of certification

TRAINING BEYOND HIGH SCHOOL

If yes, please list degrees or credits earned in the space provided below.

<i>College / University name & location</i>	<i>Dates Attended</i>	<i>Major Field</i>	<i>Type of Degree</i>	<i>Credits Earned</i>	<i>GPA</i>

EMPLOYMENT

Start with the most recent position including military service

From:	To:	Employer company name:	Primary Duties:
Hours per week:		Address and telephone number:	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		Name of your direct supervisor:	
Can we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Position held:	
Present Salary Per week: Per month:			Have you ever resigned or been discharged in lieu of termination? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for leaving:			Explain:

VILLAGE OF GREENDALE APPLICATION FORM

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VILLAGE OF GREENDALE APPLICATION FORM

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Can we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of your direct supervisor:	
Present Salary Per week: Per month:	Position held:		
Reason for leaving:			Have you ever resigned or been discharged in lieu of termination? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain:

REFERENCES

Work or education related (e.g. former employers, supervisors, co-workers, friends).
No relatives or significant others.

<i>Name/Address/Telephone Number</i>	<i>Occupation</i>	<i>Nature of relationship</i>
1.		
2.		
3.		
4.		

*** APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW ***

Information provided and statements made as part of this application may be grounds for not employing you or for dismissing you after you begin work. All information provided and statements made are subject to verification.

CERTIFICATION

ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION, ARE COMPLETE, CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT IF I AM EMPLOYED, FALSE INFORMATION PROVIDED OR FALSE STATEMENTS MADE AS PART OF THIS APPLICATION MAY BE CONSIDERED CAUSE FOR DISMISSAL.

Applicant's Signature _____ Date: _____

VILLAGE OF GREENDALE APPLICATION FORM

PART II

**GREENDALE FIRE DEPARTMENT
AUTHORIZATION TO RELEASE INFORMATION AND WAIVER**

I voluntarily and knowingly authorize any employer, person, firm, corporation, school, government agency, its officers, employees and agents, to release any and all information concerning my former employment to any prospective employer, its officers, employees and agents, or any other person or entity making a written or oral request for such information. I understand that the information disclosed may include but not necessarily be limited to:

1. Employment history, including performance evaluations, job descriptions, disciplinary reports, and any other documents contained in my personnel files, including documents that may have been sealed.
2. Opinions (whether verbal or written) regarding my suitability for employment possessed by my former employer.
3. Medical records, including records of physical or psychological examinations.
4. Educational or scholastic records.
5. Financial records and credit information.
6. Records maintained by any law enforcement agency, including but not limited to, police reports and other records of arrest and conviction, ordinance violations, juvenile records, or those relating to traffic violations.

I understand that this information is to be used to assist the Greendale Fire Department and/or the Greendale Police and Fire Commission in determining my qualifications and fitness for the position I am seeking with the Greendale Fire Department. I authorize the Greendale Fire Department to obtain any information falling within the categories listed above, including any information which may be considered confidential or privileged, and authorize the Greendale Fire Department to photocopy that information if so desired.

I voluntarily and knowingly fully release and discharge, absolve, indemnify and hold harmless such former employer, person, firm, corporation, school or government agency, its officers, employees and agents, from any and all claims, liability, demands, causes of action, damages or costs (including attorney fees), present or future, whether known or unknown, anticipated, arising from or incident to the disclosure of derogatory facts concerning my employment which the officer, employee or agent disclosing such facts knows are untrue.

I further waive and release any claim whatsoever I might have for any injury occurring while competing in any portion of the examination.

Applicant's Name (please print)

Applicant's Signature

Date Signed: _____