



Concord Township Fire Department
23625 County Road 18
Elkhart, IN 46516
Phone (574) 875-9644
Fax (574) 875-7687
EMERGENCY 9-1-1

Dear Applicant:

Thank you for applying for a volunteer position with the Concord Township Fire Department.

This letter contains important information about the process used to select new firefighters. You should read this letter carefully to be sure that you understand the procedures that will be used during the process.

Read this carefully

1. Please verify you have received the following information in your packet: Employment Application, Driver Information Sheet, Background Questionnaire, Authorization for Release of Information, and the Voluntary Affirmative Action Information form.
2. You must be over the age of 21 to apply. **NO EXCEPTIONS**
3. Live in Concord Township (Responding Area)
4. Have a valid Driver's License
5. Have valid Auto Insurance
6. Pass a Criminal and Driving Background Check
7. Have a High School Diploma or equivalent
8. Firefighters must have the ability to follow instructions.
9. Read the attached firefighter job description. When you have completely read and understand the job description, sign the last page at the location indicated. If you do not understand any part of the job description ask the attendant for assistance.
10. When completing the employment application and background questionnaire you **MUST** answer all questions accurately and complete all sections. Failure to answer **ALL** questions will disqualify you from the process.
11. After you have read and understand these instructions, sign your name in the space provided. If you do not understand or have questions about these instructions, ask the attendant for assistance. **ALL PAGES** of the application packet must be turned back in.
12. It is your responsibility to update us with any telephone, email, or address changes so that you can be properly notified of the next steps of the process.

I have read and understand the information in this application packet.

Signature

Date



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FIRE DEPARTMENT EMPLOYMENT APPLICATION

VOLUNTEER: _____ PART-TIME: _____

ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARDS TO RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, DISABILITY AS SUCH ACCORDING TO THE AMERICAN'S WITH DISABILITES ACT OF 1990, VETERAN'S STATUS, NATIONAL ORIGIN OR ANY OTHER LEGALLY PROTECTED STATUS.

DATE: _____ SOCIAL SECURITY NO.: _____

NAME: _____
 (Please Print Legible)

ADDRESS: _____
 (Please Print Legible- Street Number, City, State, Zip Code)

TELEPHONE: _____ DATE OF BIRTH: _____
 (Area Code and Number) (Applicant must be 21 years old)

LIST EXPERIENCE, SKILLS OR QUALIFICATIONS WHICH SPECIFICALLY QUALIFY YOU AS A CANDIDATE FOR THE CONCORD TOWNSHIP FIRE DEPARTMENT (INCLUDE PROFESSIONAL LICENSES AND ETC.):

HAVE YOU BEEN A MEMBER OF ANOTHER FIRE DEPARTMENT IN THE PAST?
 _____ NO _____ YES, WHERE: _____

CIRCLE HIGHEST YEAR COMPLETED: GRADE: 1 2 3 4 5 6 7 8 9 10 11 12
 COLLEGE: 1 2 3 4 5 6 7 8

EDUCATION	NAME & LOCATION OF SCHOOL	STUDIED
*HIGH SCHOOL:		

COLLEGE/BUSINESS SCHOOL:

TRADE-BUSINESS-CORRESPONDENCE:

*- Applicant must be a high school graduate or have successfully completed a GED

EMPLOYMENT HISTORY- LIST JOBS HELD DURING PAST TEN YEARS BEGINNING WITH THE MOST RECENT

DATE (MO/YR)	NAME & ADDRESS OF EMPLOYER	SALARY	DUTIES	REASON FOR LEAVING
FROM: _____				
TO: _____				
FROM: _____				
TO: _____				
FROM: _____				
TO: _____				
FROM: _____				
TO: _____				

PROFESSIONAL OR BUSINESS REFERENCES:

NAME	ADDRESS	BUSINESS	TELEPHONE

PERSONAL REFERENCES:

NAME	ADDRESS	BUSINESS	TELEPHONE

MILITARY SERVICE:

BRANCH: _____ DATES OF DUTY _____ RANK _____
Please attach a copy of DD214 (copy 4) to verify service related training and experience

HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____ NO _____ YES-EXPLAIN:

NOTE: A record of a felony conviction is an automatic bar to employment.

The Concord Township Fire Department is an equal opportunity employer. The Township does not discriminate in employment and questions on this application are not used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.

I, the undersigned applicant, certify that all information on this application is true to the best of my knowledge, I understand that any attempt to falsify, evade or confuse the truth will be cause for disqualification and/or dismissal from employment. I hereby grant my permission for the Township to investigate all references listed and information stated herein. I agree to supply a transcript of grades from an accredited institution, upon request.

Signature

Date

PROOF OF CITIZENSHIP OR IMMIGRATION STATUS WILL BE REQUESTED PRIOR TO EMPLOYMENT



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APPLICANT BACKGROUND CHECK FORM

DEAR APPLICANT:

As part of the firefighter hiring process, a background check is performed on applicants. This questionnaire must be completed and submitted along with your application.

ALL QUESTIONS MUST BE ANSWERED TO THE BEST OF YOUR ABILITY

Read each question carefully and answer truthfully. Not being truthful on an answer is grounds for not accepting your application.

INVESTIGATION REPORT: APPLICANT BACKGROUND QUESTIONNAIRE

Applicant's Name: _____

Address: _____

DOB: _____ SSN: _____

Where are you working now? _____

Business Address: _____

Supervisor Name: _____ Phone NO.: _____

FACEBOOK ACCOUNT: _____

MYSFACE ACCOUNT: _____

CRIMINAL ACTIVITY:

1. Have you ever committed any of the following crimes? (check all that apply)

Burglary:

-School -Residence -Cabin -Warehouse -Business -Car -Boat -Trailer
 -Other _____.

Robbery:

-Armed -Strong Arm -Rape -Battery -Assault w/deadly weapon -Murder
 -Manslaughter -Attempted Suicide -Kidnapping -Bombing -Forgery
 -Unlawful Sexual Intercourse -Incest -Other Crimes against nature -Grand Theft
 -Petty Theft -Shop Lift -Mail Theft -Purse Snatch -Auto Theft -Joy Riding
 -Car Stripping -Buying Stolen Property -Selling Stolen Property -Possessing Stolen Property
 -Forged Identification -Illegal Use of Credit Card -Bad Checks -Arson -Gang Activity
 -Other _____.

2. Did you ever commit any other crime not listed in #1? _____NO _____YES-EXPLAIN

3. Have you ever been convicted of a misdemeanor? _____NO _____YES_EXPLAIN

4. In the last (3) three years, how many times have you been stopped for speeding? _____

5. In the last (3) three years, how many times have your received a speeding ticket? _____

6. In the last (3) three years, how many times have you been stopped for a motor vehicle violation other than speeding or parking? _____

7. In the last (3) three years, how many times have you received a ticket for a motor vehicle violation other than speeding or parking? _____

8. Have you ever been convicted of a felony? _____NO _____YES-EXPLAIN

SECURITY

1. Have you ever been the focus (suspect) of a criminal investigation? _____NO _____YES-EXPLAIN

2. Have you ever been held, detained, questioned or taken to jail or a police station for any reason?
_____NO _____YES-EXPLAIN

3. Have you ever been an inmate in a jail or correctional facility? _____NO _____YES

4. Have you ever been turned down by a bonding company? _____NO _____YES

5. Have you ever had security clearance? _____NO _____YES

6. Have you ever been refused security clearance? _____NO _____YES

7. Are you a citizen of the United States? _____NO _____YES

GENERAL INFORMATION

1. Have you understood all of the questions in this questionnaire? _____NO _____YES

2. Are you withholding any information that could cause you trouble in the future? _____NO _____YES

3. Have you answered all of the questions truthfully? _____NO _____YES

Signature

Date



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AUTHORIZATION FOR RELEASE OF INFORMATION

TO WHOM IT MAY CONCERN: I am an applicant for a position with the Concord Township Fire Department. The department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's best interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the Concord Township Fire Department bearing the original and/or copy of this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize the review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duty authorized agent of Concord Township Fire Department, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Concord Township Fire Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, financial status, my criminal history record, including any arrest records, any information contained in investigation files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records, your organization/firm, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Concord Township Fire Department regardless of any agreement I may have made with you previously to the contrary. The emergency service organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Fire Department's acceptance and processing of my application for employment, I agree to hold the Township of Concord, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regards to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Concord Township Fire Department in conjunction with employment procedures.

A photocopy or fax copy of this release form will be valid as an original thereof, even though the said photocopy or fax copy does not contain an original writing of my signature.

This waiver is valid for a period of one (1) year from the date of my signature.

Should there be any question as to the validity of this release, you may contact me at the address listed on this form.

I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney fees, arising out of or by reason of complying with this request.

Printed Name

Address

Signature

Date



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TO BE COMPLETED BY APPLICANT – NOT FOR INTERVIEW PURPOSES – TO BE FILED SEPERATELY FROM APPLICATION

Voluntary Affirmative Action Information

We consider applications for all positions without regards to race, color, religion, gender, sexual orientation, national origin, age, marital or Veteran status the presence of a non-job related medical condition or disability, or any other legally protected status.

DATE: ____ / ____ / ____.

APPLICANT NAME: _____ () _____
LAST FIRST PHONE NO.

ADDRESS: _____
STREET CITY, STATE, ZIP CODE

POSITION(S) APPLIED FOR: _____

REFERRAL SOURCE: () –ADVERTISEMENT () –EMPLOYEE () –RELATIVE () –WALK-IN
() –SCHOOL () –GOVERNMENT EMPLOYMENT AGENCY () –PRIVATE EMPLOYMENT AGENCY
() –OTHER _____

As required, we comply with government regulations including Affirmative Action obligations where they apply.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations, we ask that you complete this application data survey. Your cooperation is appreciated.

Please be advised that your survey is NOT a part of your official application for employment. It is considered confidential information that will not be used in any hiring decision.

CHECK ONE: _____ MALE _____ FEMALE

CHECK ONE OF THE FOLLOWING RACE/ETHNIC GROUPS:

() –HISPANIC () –BLACK () –NATIVE AMERICAN INDIAN () –PACIFIC ISLANDER

() –WHITE () –ALSKAN NATIVE () –ASIAN

CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE:

() –VETERAN () –VIETNAM ERA VETERAN () –DISABLED VETERAN () –DISABLED INDIVIDUAL

This information is for periodic government reporting and will be kept confidential in an EEO/AA applicant data flow file.

All Equal Employment Opportunity / Affirmative Action Policies are available for your inspection during normal business hours at the Concord Township Trustee's Office.

The Township of Concord is an Equal Opportunity Employer