

FIRE DEPARTMENT

Applications accepted for posted positions ONLY.
A new application must be completed for each posting.
Completed applications must be returned to
City Hall, 215 N Broad St, 1st floor, Monroe, GA 30655

EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

It is our policy to comply fully with all federal, state and local equal employment opportunity laws. This organization provides equal employment and advancement opportunities for all persons regardless of race, creed, sex, national origin, age, religion, disability, marital status, sexual orientation or any other classification protected by law

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NAME (As it appears on Social Security Card/Work Permit Card)		LAST			-		FIRST			-		MIDDL	E OR M/	AIDEN
SOCIAL SECURITY NUMBER														
ADDRESS														
CITY, STATE, ZIP														
EMAIL ADDRESS														
HOME PHONE														
DAYTIME PHONE														
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POSITION(S) APPLIED FOR														
SALARY REQUIREMENTS	\$													
WHEN WOULD YOU BE AVAILABLE TO START?														
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HAVE YOU EVER BEEN I ORGANIZATION?	EMPLC	YED BY	Y THIS						Yes		No			
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HAVE YOU EVER BEEN I If yes, explain:	FIRED	OR ASK	KED TC	RES	SIGN F	ROM	A JOB?	<u>}</u>			Yes		No	
ARE YOU AT LEAST 18 YEARS OLD?					Yes		No							
LIST OTHER NAMES YOU HAVE USED														
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TRADE SCHOOL COLLEGE OR					1	 		
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EXPLANATION OF INTERRUPTIONS IN EMPLOYMENT HISTORY

Use this space to explain employment history interruptions since high school that do not pertain to pregnancy, child care, disability or any other protected activity:



AUTHORIZATIONS AND AGREEMENTS

I understand that as part of the normal procedure in processing applications, a routine inquiry will be made concerning my background. Past employers, school records offices, and personal references may be contacted to verify and obtain information concerning my background, qualifications, school and work records. Information gathered about my background and qualifications will be used to help make a fair employment decision. This information will only be available to those participating in this decision or those who process employment applications.

I hereby authorize the City of Monroe and its employees to conduct all pre-employment inquiries as described. I further authorize the City of Monroe and its employees to verify all statements contained in this application and any other materials I submit in connection with my employment application. I agree to complete any requisite authorizations forms. I release the City of Monroe and its employees and all providers of information from any liability arising out of the gathering and use of such information. In the event of employment, this authorization and release is valid throughout my employment and a photocopy is as effective as the original.

I understand and agree that as I am applying for a fire fighter position, I will be required to comply with all the training requirements of the state. I understand that all offers of employment are conditional upon completing all those tests, including physical agility, to determine my fitness for this position - as well as satisfactory drug screens and reference checks, and presentation of all documents necessary for the City of Monroe to verify my identity and work authorization in accordance with the requirements of the Immigration and Naturalization Services.

I certify the information provided in this application is true and complete. I understand withholding pertinent information or submitting false or misleading information on this application or my resume, during interviews or at any other time during the hiring process, constitutes valid grounds for disqualification from further consideration for hire or immediate dismissal from employment and loss of all employee benefits and privileges. I further understand and agree that the employer shall not be liable in any respect if my employment is so denied or terminated.

I understand that employees of the City of Monroe are selected in order to accomplish the legal and operational duties established by statute and by the policy choices of the City of Monroe's elected officials. Each employee is expected to conduct him/herself in a manner that reflects favorably upon the City of Monroe and to recognize that he/she is subject to additional scrutiny in his/her public and personal life.

I understand that the acceptance of this application by the City of Monroe neither expresses nor implies an offer of employment. I understand my employment is at-will and I may resign at any time for any reason; similarly, my employment may be terminated by the City of Monroe at any time for any reason. Any changes to this at-will employment will not be valid unless in writing signed by me and a duly authorized representative of the City of Monroe.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE AUTHORIZATION AND AGREEMENT STATEMENTS.

Applicant Signature:	Da	ate
Sworn to and subscribed before me this	Day of	20
Notary Public:	Expiration Date:	
NOTE: There are separate authorizations in the	nis application for motor vehicle	e records, criminal, and credit

checks. Your signature on these authorizations must also be notarized!



EMPLOYMENT BACKGROUND & MVR RELEASE ACKNOWLEDGEMENT

I, [print name]		, as an applicant for the City o
Monroe grant authorization for the City conduct a background investigation at City employment. I acknowledge that with the City.	this time of consi	deration of hire and during subsequen
with the City.		
I understand that driving for the City privilege granted only to employees who	_	· · · · · · · · · · · · · · · · · · ·
I understand that if driving is a requirement of the job, both at the time employment.	•	_
As an applicant or an employee, the periodically and I give permission to the record anytime the City deems necessary	he City to obtain	
I understand my driving record must co not meet City standards, my driving priv for applicant disqualification or dismiss.	vileges for the City	y may be revoked and could be ground
I understand the information identified is and if hired, will be discussed as the Cit	•	
I acknowledge reading this release and investigation and MVR check, obtain in information as the City deems necessary	nformation regard	•
Applicant Name:		
DL#	State:	Date of Birth:
SSN:	Date Signed: (this for	rm)
Applicant Signature:		
Sworn to and subscribed before me this	Day of	20
Notary Public:		

(Signature and Seal with Expiration Date Required)



EMPLOYMENT CRIMINAL HISTORY RELEASE ACKNOWLEDGEMENT

ı, [print name]	1.1	•	
Monroe grant authorization for the City to obtain	n information regarding	my criminal history	
record at this time of consideration of hire.	This includes any crin	ninal history record	
information pertaining to me which may be in the files of any federal, state, or local criminal			
justice agency. I acknowledge that signing this rele	•		
City.	suse is not a guarantee of	emproyment with the	
City.			
I understand the information identified in my crim	ainal record check is part	of the hiring process	
and will be discussed as the City deems necessary.	imai record effect is part	of the ming process	
and will be discussed as the City deems necessary.			
I acknowledge reading this release and grant aut	thorization to the City to	conduct a criminal	
history record check, obtain information regard	•		
information as the City deems necessary.	anig my criminar recor	a, and arseass ans	
information as the City deems necessary.			
Applicant Full Name:			
SSN:	Race:		
Date of Birth:	Sex:		
Applicant Signature:			
D . C' 1			
Date Signed:			
Sworn to and Subscribed Before Me This	Day of	20	
Sworn to and Subscribed Before Me This	Day 01		
Notary Public:			
Notary Expiration:			

INCLUDE A FRONT AND BACK COPY OF YOUR DRIVERS LICENSE WITH THIS APPLICATION

Applicant/Employee's Authorizations and Receipt of Notice



Employer's Disclosure About Nature and Scope of Investigations and Use of Information Obtained From Third Parties

THE CITY OF MONROE hereby discloses to its employees and/or applicants that it may obtain from third parties, including consumer reporting agencies, former employers, outside investigators, and other locations, divisions, subsidiaries, or affiliates of THE CITY OF MONROE information concerning you, including, but not limited to, information about your credit, character, general reputation, personal characteristics, or mode of living which may include information obtained through personal interviews with your past employers, neighbors, friends, or associates and which may include medical information. THE CITY OF MONROE will use this information solely for the purpose of deciding whether or not to employ, promote, transfer, or take some other employment action concerning you. THE CITY OF MONROE may, with your authorization, share the information it collects with other locations, divisions, subsidiaries, or affiliates of THE CITY OF MONROE but will not share this information with any other person.

Authorization for THE CITY OF MONROE to Obtain an Investigative Consumer Report, Obtain Medical Information and to Obtain a Consumer Report

I, [print name],	have received as a separate document	nt, read, and understand	
he foregoing Employer's Disclosure About Nature and Scope of Investigations And Use of Information			
Obtained From Third Parties. I authorize THE CI	TY OF MONROE to obtain from thi	rd parties, including the	
consumer reporting agency of its choice, an inve	estigative consumer report, a consum	ner report, and medical	
information regarding me. I understand that an inv	vestigative consumer report may incl	ude personal interviews	
with my past employers, neighbors, friends, or ass	sociates concerning my credit, chara-	cter, general reputation,	
personal characteristics, or mode of living, to	gether with public record informa	ation regarding arrests,	
indictments, convictions or civil suits in which I wa	-		
Applicant's Signature:	Date:		
Sworn to and Subscribed Before Me This	Day of	20	
Notary Public:	Expiration date:		
Authorization for T Share Information with its other Lo	THE CITY OF MONROE to	or Affiliates	
	reactions, Divisions, Substantites,		
I, [print name] hereby OF MONROE to receive and to share information reporting agencies, investigators, and prior employ affiliates.	on it obtains from third parties, inc	cluding consumer	
Applicant's Signature:	Date:		
Sworn to and Subscribed Before Me This	Day of	20	
Notary Public:	Expiration date:		



THE CITY OF MONROE's Disclosure About Nature and Scope of Investigations And Use of Information Obtained From Third Parties

THE CITY OF MONROE hereby discloses to its employees and/or applicants that it may obtain from third parties, including consumer reporting agencies, former employers, outside investigators, and other locations, divisions, subsidiaries, or affiliates of THE CITY OF MONROE information concerning you, including, but not limited to, information about your credit, character, general reputation, personal characteristics, or mode of living which may include information obtained through personal interviews with your past employers, neighbors, friends, or associates and which may include medical information. THE CITY OF MONROE will use this information solely for the purpose of deciding whether or not to employ, promote, transfer, or take some other employment action concerning you. THE CITY OF MONROE may, with your authorization, share the information it collects with other locations, divisions, subsidiaries, or affiliates of THE CITY OF MONROE, but will not share this information with any other person.

PLEASE KEEP THIS FOR YOUR RECORDS



National Crime Information Center Privacy Act

NCIC Operations Manual - III: 2.2 INDIVIDUAL ACCESSES, REVIEW, AND CHALLENGE:

The DO 556-73 (U.S. Department of Justice Order) established the rules and regulations for the subject of an FBI Identification Record to obtain a copy of his or her own record for review or to challenge information on the record. In accordance with the DO, the FBI will release to the subject of an identification record a copy of such record upon submission of a written request, satisfactory proof of identity of the person whose identification record is requested, and a processing fee. The remote accessing of III for individual access and review is not allowed. The subject of an identification record may obtain a copy of his/her criminal history record maintained in the III by submitting a written request via the U.S. mail directly to the FBI Criminal Justice Information Services Division, Record Request 1000 Custer Hollow Road, Clarksburg, WV 26306. Title 5, U.S.C., # 552a, (The Privacy Act) requires agencies to maintain a system of records which establish appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of records. III/NFF Operations & Technical Manual Ch.2 Section 2.1

PLEASE KEEP THIS FOR YOUR RECORDS

Georgia Bureau of Investigation Georgia Crime Information Center Consent Form

I hereby authorize the **City of Monroe** to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Full Name (print)

Address

Sex Race Date of Birth Social Security Number

Signature

Date

I, _______ give consent to the above named to perform periodic criminal history background checks for the duration of my employment

with this company.

GEORGIA CRIME INFORMATION CENTER AWARENESS STATEMENT

Access to Criminal Justice Information, as defined in GCIC Council Rule 140-1- .02 (amended), and dissemination of such information are governed by state and federal laws and GCIC Council Rules. Criminal Justice Information cannot be accessed or disseminated by any employee except as directed by superiors and as authorized by approved standard operating procedures which are based on controlling state and federal laws, relevant federal regulations, and the Rules of the GCIC Council.

O.C.G.A. §35-3-38 establishes criminal penalties for specific offenses involving obtaining, using, or disseminating criminal history record information except as permitted by law. The same statute establishes criminal penalties for disclosing or attempting to disclose techniques or methods employed to ensure the security and privacy of information or data contained in Georgia criminal justice information systems.

The Georgia Computer Systems Protection Act (O.C.G.A. §16-9-90 et seq) provides for the protection of public and private sector computer systems, including communications links to such computer systems. The Act establishes four criminal offenses, all major felonies, for violations of the Act: Computer Theft, Computer Trespass, Computer Invasion of Privacy, and Computer Forgery. The criminal penalties for each offense carries maximum sentences of fifteen (15) years in prison and/or fines up to \$50,000.00, as well as possible civil ramifications. The Act also establishes Computer Password Disclosure as a criminal offense with penalties of one (1) year in prison and/or a \$5000.00 fine.

The Georgia Criminal Justice Information System Network is operated by the Georgia Crime Information Center in compliance with O.C.G.A. §35-3-31. All data bases accessible via CJIS Network terminals are protected by the Computer Systems Protection Act. Similar communications and computer systems operated by municipal/county governments are also protected by the Act.

By my signature below, I acknowledge that I have read and understand this Awareness Statement.

Print Name:	
Signed:	Date:
Witnessed:	Date:

NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a
 reasonable amount of time to correct or complete the record (or decline to do so)
 before the agency denies you the job, license or other benefit based on information
 in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be
 informed of all information pertinent to that decision to include the contents of the
 record and the effect the record had upon the decision. Failure to provide all such
 information to the person subject to the adverse decision shall be a misdemeanor
 [O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (http://gbi.georgia.gov/obtaining-criminal-history-record-information).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (http://gbi.georgia.gov/obtaining-criminal-history-record-information).

Applicant's Initial:	
Date:	

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant's Initial:	
Date:	

INSTRUCTIONS

Test Preparations

- 1. The candidate shall be provided with gloves, helmet, and a self-contained breathing apparatus (without the mask) to be worn during the entire test. The candidate shall be assisted with donning this equipment so that it is worn properly.
- 2. The following equipment will be needed: a rolled 50-foot section of 1½ or 1¾ inch diameter hose and a multi-story structure, a 24-foot aluminum extension ladder in a securely supported vertical position, a fire department axe and a target such as a wooden pallet, a charged (75 PSI nozzle pressure) 100 foot 1½ or 1¾ inch hoseline with a nozzle attached and secured in the off position, a 165-pound dummy with a strap or harness attached, and a 14-foot roof ladder placed in a horizontal position at a height of 5 feet.
- 3. Each exercise shall be properly prepared and ready for the candidate prior to beginning the test.
- 4. The overall distance from the starting point of the first exercise and the last exercise shall not exceed 400 feet and not be less than 300 feet.
- 5. The starting point (and ending point if applicable) for each exercise shall be pointed out to the candidate prior to beginning the test.
- 6. The candidate shall be given the overall instructions and the instructions for each exercise prior to beginning the test. (Instructions for all or any single exercise may be read again but time does not stop.)

Overall Candidate Instructions

- 1. The candidate shall wear gloves, helmet, and a self-contained breathing apparatus (without the mask) during the entire test.
- 2. The candidate may not run during the test.
- 3. Time will begin at the starting of the first exercise and shall stop when the candidate completes the last exercise. (The candidate may pause during the test but time will continue to expire.)
- 4. The candidate may ask that instructions for all or any single exercise be read again but time will continue to expire if the test has already begun.
- 5. The candidate must complete the entire test in seven minutes or less.

Exercise Instructions

- 1. Stair Climb The candidate, given a rolled 50-foot section of 1½ or 1¾ inch diameter hose and a multi-story structure, shall carry the hose section up one flight of stairs to the second floor and then return to the starting point with the hose. The candidate must use each step while climbing or descending the stairway.
- 2. Ladder Extension The candidate, given a 24-foot aluminum extension ladder in a securely supported vertical position, must completely extend the fly section (top section) of the ladder. The candidate must then lower the fly section in a controlled fashion to the starting position.
- 3. Ventilation Exercise Given a fire department axe and standing on level ground with a target (such as a wooden pallet) placed on the ground in front of them, the candidate must strike the target with the axe 20 times. The axe must be brought completely over the shoulder to simulate a chopping motion as if cutting a ventilation hole.
- 4. Hose Advance

The candidate, given a charged (75 PSI nozzle pressure) 100-foot 1½ or 1¾ inch hoseline, shall pick up the nozzle and advance the pressurized hoseline for a distance of 50 feet. After reaching the destination, the candidate shall lay the hose on the ground.

5. Rescue Drag

The candidate, given a 165-pound dummy on a level surface, shall drag the dummy a distance of 50 feet.

6. Ladder Removal/Replacement

The candidate, given a 14-foot roof ladder placed in a horizontal position at a height of 5 feet and with the ladder rungs in a vertical position, shall lift the entire ladder from its support and place it on the ground then pick the entire ladder up and return it to its original position.