South Bend Fire Department

1222 S. Michigan St.
South Bend, Indiana 46601
(574) 235-9255

Name: _____
(Please Print)

Address: _____

City: _____ State:_____ Zip Code: _____

Phone: _____

E-mail: _____

APPLICATION 2014

South Bend Fire Department

1222 S. Michigan St.
South Bend, In 46601
(574) 235-9255

Each of the below criteria must be met and proper documents attached to properly process your application. Every answer within this document will be checked during the background interview and polygraph examination. Any discrepancy between the application and the interviews will be cause for automatic dismissal. Applications must be turned in by May 30, 2014.

A. BASIC ELIGIBILITY REQUIREMENTS

1. Must be at least 21 years of age, but not yet 36 years of age when sworn in as a firefighter
2. Must be a high school graduate, as evidence by a transcript issued by an accredited high school. An achievement test certificated from an accredited high school or State Board of Education is acceptable
3. Must possess a valid unrestricted driver's license
4. Must be willing, if appointed, to reside within St. Joseph County or an adjoining county in Indiana

B. COPIES OF THE FOLLOWING DOCUMENTS MUST BE ATTACHED

1. Birth certificate
2. Valid Driver's License
3. DD 214 (Armed Services Discharge)
4. High School Diploma or GED certificate
5. College or Training School certificates & transcripts
6. EMS certificates
7. Notarized Waiver on page 12

C. SELECTION PROCESS

1. Written Test
2. Candidate Physical Ability Test
3. Oral Interview Board
4. Background Investigation
5. Polygraph examination
6. MMPI and Psychological Examination
7. Pension (PERF) Physical Examination

D. FACTORS THAT RESULT IN AUTOMATIC REJECTION

1. Felony conviction
2. Domestic Violence conviction
3. Other than marijuana, illegal drug usage in the last 5 years
4. Drug Selling
5. Dishonorable Discharge from military
6. D.U.I. or O.W.I. conviction in the last 5 years

E. FACTORS THAT DECREASE EMPLOYMENT CONSIDERATION

1. Involvement in criminal activity
2. Misdemeanor convictions
3. Documented evidence of domestic violence
4. Military rejection or early discharge for reason/concern
5. Marijuana usage in the last year
6. Poor driving and accident record
7. Illegal acts
8. Past job problems or firings

APPLICATION FOR EMPLOYMENT
WITH THE
SOUTH BEND FIRE DEPARTMENT

PLEASE TYPE OR PRINT

NAME_____
Last **First** **Middle** **(Maiden)**

ADDRESS_____
Street **Apt. #**

_____
City **State** **Zip** **County**

E-Mail:_____

DAY TIME PHONE # (____)_____**SOCIAL SECURITY** _____

HOME PHONE # (____)_____**CELL PHONE #** (____) _____

DATE OF BIRTH _____ **PLACE OF BIRTH** _____

THE SOUTH BEND BOARD OF PUBLIC SAFETY:

1. I understand that permanent appointment is dependent upon the successful completion of the required recruit school and subject to a probationary period as a sworn firefighter of one year (365 days) from date of appointment during which I must demonstrate my fitness and qualifications as a Fire Recruit to the entire satisfaction of the Fire Chief.

2. I further understand that appointment as a sworn firefighter is also subject to the acceptance and approval by the Fire Pension Fund Board.

3. I further understand that if at the end of my probationary period I have not qualified, in the opinion of the Fire Chief, I will not be permanently appointed to the Fire Department.

In signing this application, I understand that all information I furnish and all requested attachments will be subject to investigation and that false answers to any questions, or missing information, shall be grounds for rejection as an applicant or for immediate dismissal once appointed.

_____ _____

Signature of Applicant Date

Revised 1/15/14

STATEMENT OF POLICY

It is the policy of the City of South Bend, Indiana, to provide equal opportunity in employment without regard to race, religion, color, national origin, disability, age, sex, or sexual orientation. Employment actions and activities include, but are not limited to hiring, discharging, classifying, transferring, promotion or upgrading, determining pay rates, eligibility for participation in the staff benefit program, training or retraining, assigning work tasks, tools, equipment or space. The City continuously promotes this policy through a program of positive action affecting all organizational units which are managed by or affiliated with the City of South Bend, Indiana. Through this program, the City carries out the requirements of Federal Executive Orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws, and indicates its active support of the principle of equal opportunity in employment.

REQUIREMENT FOR PERMANENT APPOINTMENT AND CONTINUED EMPLOYMENT AS A MEMBER OF THE SOUTH BEND FIRE DEPARTMENT

In addition to the usual and traditional duties of a South Bend Firefighter, as described in the South Bend Fire Department Duty Manual, all Firefighters appointed after August 28, 1984, will be required, as a condition of permanent appointment and continued employment, to achieve and maintain the following:

1. Within Recruit School satisfactorily complete all necessary requirements to achieve State of Indiana certification as a Firefighter I, Firefighter II, EMT-Basic and Advanced EMT certification.

2. All persons hired shall obtain EMT-Intermediate or comparable certification within (3) three years of the date of hire; and, having once obtained said certifications, agree to maintain them as a condition of employment with the South Bend Fire Department.

3. Persons hired shall, (if a policy is adopted by the Board of Public Safety) agree to obtain Paramedic Certification and, having once obtained said certifications, agree to maintain them as a condition of employment with the South Bend Fire Department.

4. Agree to participate in mandatory physical fitness program at the Fire Department's direction. Agree to meet the minimum fitness standards for specific age groups as may be promulgated by the Board of Public Safety of the City of South Bend.

5. Reside in St. Joseph County or an adjacent Indiana County, or such other area as determined by the statutes of Indiana upon becoming a sworn firefighter.

6. If applying for the position of Paramedic, applicant agrees to maintain Paramedic certification and ACLS certification for five (5) years from date of appointment and function as an assigned Paramedic for the South Bend Fire Department for a minimum of five (5) years.

7. If applicant is hired from the EMS list, and does not hold paramedic certification, applicant must agree to attend and complete the next available paramedic class, attain paramedic certification, and maintain paramedic certification and function as an assigned paramedic with the South Bend Fire Department for five (5) full years from the date of certification.

8. If hired from the EMS list, applicant must agree to maintain EMT-Intermediate or comparable certification as a condition of employment with the South Bend Fire Department.

_____

Signature

YOU MUST ANSWER ALL QUESTIONS COMPLETELY AND TRUTHFULLY OR YOUR APPLICATION WILL BE REJECTED. IF A

RESIDENTIAL HISTORY

PLEASE LIST YOUR CURRENT RESIDENCE BELOW:

Address _____

City, State, Zip _____

County _____

LIST ALL OF YOUR ADDRESSES FOR THE LAST TEN (10) YEARS:

Address **City, State, Zip Code** **Date: From To**

_____

_____

_____

_____

_____

MILITARY HISTORY (Must attach a copy of your DD 214 long form)

Did you ever serve in the armed forces? Yes___ No___

If Yes, what branch? _____ Served from _____ to _____

Highest Rank _____ What is your reserve status _____

What type of discharge did you receive? _____

Did you see any war action? Yes____ No____

Military Status:
( ) Currently active ( ) Have been discharged

If Active Duty anticipated date of discharge: _____

FILL OUT ONLY IF YOU ARE A CERTIFIED EMT-P / EMT-I / EMT-A / EMT-B:

(Check One) EMT-Paramedic _____
EMT-Intermediate _____
EMT-Advanced _____
EMT-Basic _____

Certification # _____Expires _____

National Registry Certification # _____ Expires _____

State currently certified as Paramedic /AEMT _____

At what training institution did you receive your Paramedic / AEMT Training? _____

_____

List Employment as Paramedic / AEMT for the last 5 years or since being a Certified Paramedic / AEMT?

_____

_____

_____

Are you currently ACLS certified? _____

Have you ever had your certification suspended or been barred from performing as a Paramedic / AEMT?

_____

EDUCATION:

High School/Location_____

Graduation Date _____ Degree Earned _____

Extracurricular activities (include part-time employment) _____

_____

College/Location_____

Area of special study_____

Graduation Date _____ Degree Earned _____

Extracurricular activities (include part-time employment) _____

_____

Trade, Business, Correspondence, or Technical School _____

_____

Were you ever suspended or expelled from a school (high school or above)
No _____ Yes _____ Explain _____

SPECIAL QUALIFICATIONS AND SKILLS:

List any special skills, certifications, and licenses you hold (i.e. Technical Skills, Police, Fire, Scuba, languages, etc.) And attach a copy of certificate or license.

Date of Issue	Type	Authority	Expiration

YOU MUST ANSWER ALL QUESTIONS COMPLETELY AND TRUTHFULLY OR YOUR APPLICATION WILL BE REJECTED. IF A QUESTION DOES NOT APPLY TO YOU WRITE "N/A" OR "NONE" IN THE BLANK.
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

EMPLOYMENT HISTORY:

Start with your present or last regular job. List all previous jobs full and part-time for the last ten (10) years and give all information requested for each job. Use an additional piece of paper if necessary for additional information. If the South Bend Fire Department cannot verify employment history, the application may be rejected as incomplete.

EMPLOYER _____ Type Of Business_____

Address_____ City _____ State___ Zip _____

Phone & Ext. # _____ Salary Start _____ Salary Finish _____

Supervisors full Name & Title _____

Reason for Leaving _____

Describe in detail the work you did. _____

_____

_____

Dates Worked: From _____ To _____

****

EMPLOYER _____ Type of Business_____

Address_____ City _____ State___ Zip _____

Phone & Ext. # _____ Salary Start _____ Salary Finish _____

Supervisors full Name & Title _____

Reason for Leaving _____

Describe in detail the work you did. _____

_____

_____

Dates Worked: From _____ To _____

YOU MUST ANSWER ALL QUESTIONS COMPLETELY AND TRUTHFULLY OR YOUR APPLICATION WILL BE REJECTED. IF A QUESTION DOES NOT APPLY TO YOU WRITE "N/A" OR "NONE" IN THE BLANK.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

EMPLOYER _____Type of Business_____

Address_____ City _____ State___ Zip _____

Phone & Ext. # _____ Salary Start _____ Salary Finish _____

Supervisors full Name & Title _____

Reason for Leaving _____

Describe in detail the work you did._____

_____

_____

Dates Worked: From _____ To _____

Please Attach Sheet If More Employers

HAVE YOU EVER BEEN DISCHARGED OR FORCED TO RESIGN FROM ANY POSITION OF EMPLOYMENT?
No ___ Yes ___ If yes, explain in full:_____

_____

_____

May we refer to your previous employer (s)? Yes ___ No ___ If no explain:

_____

YOU MUST ANSWER ALL QUESTIONS COMPLETELY AND TRUTHFULLY OR YOUR APPLICATION WILL BE REJECTED. IF A QUESTION DOES NOT APPLY TO YOU WRITE "N/A" OR "NONE" IN THE BLANK
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

TRAFFIC HISTORY

Current Drivers License # _____ State Issued _____

Expiration Date _____ Other DL's ever issued: _____

Have you ever had, or do you currently have, a restriction on your driver's license? Yes__ No__

If yes explain_____

Has your Drivers License ever been suspended or revoked for any reason (in this or any other state/county)? Yes _____ No _____

If yes give date, location, and reason: _____

_____

ACCIDENT HISTORY

List all accidents in which you were involved as a driver in this or any other state or county:

Month/Year	Nature	# Fatalities	Persons Injured
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TRAFFIC VIOLATION HISTORY

List any traffic citations you have received in this, or any other, state/county excluding parking tickets. Include driver operator violations, no insurance, all moving violations, etc. and list the disposition of each, such as dismissed, paid fine, defensive driving, etc.

Month/Year	Charge	City/State	Police Agency	Disposition
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please attach any additional driving violations and a copy of your Traffic Violation History

If you have been convicted of driving while intoxicated or under the influence, please explain:
_____

YOU MUST ANSWER ALL QUESTIONS COMPLETELY AND TRUTHFULLY OR YOUR APPLICATION WILL BE REJECTED. IF A QUESTION DOES NOT APPLY TO YOU WRITE "N/A" OR "NONE" IN THE BLANK

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

ARREST / DETENTION / LITIGATION HISTORY

Applicants may be rejected if investigation reveals; recent drug usage or any drug dealing; criminal convictions, or acts of dishonesty or theft; history of dishonesty during employment; tardiness or absenteeism; inability to accept supervision or to deal effectively with the public or fellow workers; or other indications of unfitness to be entrusted as to perform duties as a firefighter.

A comprehensive background investigation is conducted on applicants to establish evidence of good moral character, a well-adjusted personality, community commitment, fire service adaptability, and a pattern of conduct acceptable to the South Bend Fire Department. Remember to list all convictions on your application, and do not withhold any information.

A misdemeanor conviction will not automatically eliminate you from the process. What is considered is crime committed, when it occurred, your age at the time, the relationship between your crime and your position as a firefighter. A felony conviction will result in automatic rejection.

All information will be checked during the background investigation. Any discrepancies between this application and the information given during the background investigation will be grounds for immediate rejection.

Have you ever been arrested, detained by police, taken into police custody, named in a lawsuit or convicted of any offense against the law other than for traffic violations?
Yes___ No____ If yes complete below:

Month/Year	Charge	City/State	Police Agency	Disposition
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you ever been arrested or taken into police custody for outstanding warrants? No__ Yes__

Have you ever been involved as a party in a civil litigation? No ___ Yes ___

Have you ever been arrested for use of illegal drugs? Yes_____ No _____

Other than marijuana have you ever used any other illegal drugs? Yes _____ No _____

If yes to any of the above questions, explain when and where:_____

_____

_____
_

YOU MUST ANSWER ALL QUESTIONS COMPLETELY AND TRUTHFULLY OR YOUR APPLICATION WILL BE REJECTED. IF A QUESTION DOES NOT APPLY TO YOU WRITE "N/A" OR "NONE" IN THE BLANK.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

MISCELLANEOUS

Do you agree to take a polygraph examination? _____

Do you agree to submit to fingerprinting? _____

Have you had any firefighting experience? No___ Yes___ Where and When _____

_____

Can you swim? Yes ____ No ____

Do you know of any reason(s) why you could not, with reasonable accommodations, meet the requirements or perform any of the duties of a Firefighter I & II/Recruit?

YES_____ **NO**_____

If reasonable accommodations are necessary for you to meet the requirements of Firefighter I & II / Recruit, describe the accommodations:

_____

Do you know of any reason(s) you could not, with reasonable accommodations, take the written, physical, or oral exam? Yes _____ No _____

If reasonable accommodations are necessary for you to take the written exam, describe the accommodations:

_____

REFERENCES

List 4 reliable persons, other than relatives or past employers, who have known you for at least 3 years:

Name **Address** **Phone #** **Business/Occupation**

_____

_____

_____

_____

Applications must be on file with the South Bend Fire Department by May 30, 2014 by 4:00 PM in order to be allowed to attend the written exam tutorial session, and the written exam. No exceptions.

GENERAL AUTHORIZATION FOR RELEASE AND WAIVER

I hereby authorize any and all schools, physicians, hospitals, armed services, current and previous employers, law enforcement agencies, or any other person or organization or agency to furnish my potential employer, the South Bend Fire Department or its designated agent(s), including the South Bend Police Department, any and all information, opinions, or documents which may be requested, and to allow the visual inspection and copy of all reports, photographs, or other documents concerning me.

I hereby waive any objection to the release of said information and grant to the South Bend Fire Department and its agent(s), including the South Bend Police Department, any right I may have to such information.

Further, I hereby release all of the above, the City of South Bend and its said agent (s) from all liability for any damage whatsoever arising therefrom.

I also authorize investigation of all statements made in my application for employment. I understand that in the event of my employment with the City of South Bend, I shall be subject to dismissal if any of the information I have given in this application is false, or if I have failed to give any material information herein requested.

_____ _____

WITNESS **APPLICANTS SIGNATURE**

_____

DATE

Subscribe and sworn to before me, a Notary Public, this _____ day of _____, 2012.

_____

Notary Public

(SEAL)

_____

Resident of **County**

My Commission Expires:

_____

Applicant's Statement

I certify that answers given by me to all of the questions on this application are to the best of my knowledge and belief, true and correct, without mental reservations of any kind whatsoever. I further affirm that I have not knowingly withheld any facts or circumstances that would detrimentally affect this application. I understand that any false statement or omission of material facts shall be considered sufficient cause for dismissal.
I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

_____ _____
Signature of Applicant Date

I authorize that a transcript may be requested where necessary to verify any information requested on this application including but not limited to educational records, military history, previous employment, criminal records. I hereby expressly authorize the collection, use and release of any and all information concerning me, which relates to my employment. I hereby release the City of South Bend, which I am seeking employment, from any liability which may result from releasing information requested. I also expressly authorize the release of my present and past employers, including its agents/employees of any and all information concerning my employment with them, in any form, oral or written, and I agree to hold harmless my present and past employers from any liability whatsoever arising out of its release of information pursuant to this release.

I hereby certify that all answered contained in this application are true and I agree and understand that any misrepresentation or omission of facts contained in this application will be grounds for disqualification for employment or in the event of employment, immediate dismissal from employment upon later discovery of any omission of facts or misrepresentation.

I hereby authorize the City of South Bend to obtain "consumer reports" and/or "investigative consumer reports" in connection with processing my application for employment. I further authorize the appropriate individuals, companies, institutions or agencies, including consumer agencies, to release information.

By signing this form I acknowledge I have read and understood the above statements. Failure to sign this form may result in rejection of your application

Name (Printed):_____ Date:_____

Name (Signed):_____

For Application Committee Use Only

Application Received Complete: _____ Date:_____

- ☐ Notarized
- ☐ Copy Drivers License
- ☐ Completed all releases
- ☐ Copy of Birth Certificate
- ☐ Copy of Military Discharge papers
- ☐ Education Transcripts
- ☐ Copy of Paramedic /AEMT/EMT Certifications

This application has been reviewed and approved for processing

BY_____ _____

Fire Dept. Representative Date

- ☐ Background check complete and approved
- ☐ Background check reflected negative items and is not approved

IMPORTANT INFORMATION

South Bend Firefighter Applicant Written & Tutorial Test Notice

Tutorial Sessions	June 21, 2014 A-M 9:30am-12:30pm N-Z 1:30pm-4:30pm Century Center 120 South St. Joseph St. South Bend Indiana
Written Test	June 28, 2014 8:00am-12:30pm Century Center 120 South St. Joseph St. South Bend, Indiana

Dear Applicant:

Thank you for applying for a position as a firefighter with the South Bend Fire Department.

This letter contains important information about the written aptitude test. You should read this letter carefully to be sure that you understand the procedures that will be used during the administration of the written test.

The department has received more applicants than there are available positions. As a result, the department has established a competitive application process. This application process is designed to ensure that the selection of new recruits will be accomplished in a fair and objective fashion.

The written aptitude test will be administered on Saturday, June 28, 2014 at the Century Center (120 South St. Joseph Street, South Bend, Indiana.) The test will be administered in Convention Hall-B (Main Level).

If you will be driving to the Written Test, you should not be charged for parking in the Century Center parking lot. Tell the parking lot attendant that you are meeting with the South Bend Fire Department.

Registration will begin at 7:00 A.M.

APPLICANTS MUST ARRIVE BY 8:00 A.M. Applicants can expect to finish all of the testing procedures by 12:30 p.m.

The schedule for the written aptitude test is as follows:

15 minutes		**Instructions for Study Period**
2 hours		**Study Period**
30 minutes		**Break**
15 minutes		**Instructions for Exam**
1 1/2 hours		**Examination**

A description of the written aptitude test procedures is presented on the following page. Please examine these procedures to ensure that you fully understand them. Each applicant has the responsibility of informing the department of any difficulties or problems created by these procedures. Applicants who wish to report any concerns about these procedures should contact the department no later than one week prior to the examination date.

TESTING PROCEDURES

A study session will begin immediately after the completion of the registration period. The instructions for the study session will be read aloud by a test monitor. During the study session, each applicant will be given two (2) hours to study a variety of printed materials. These materials will include printed text, line drawings, written instructions, and pictures. These study materials are the basis for the aptitude test that will be administered during the test session.

Applicants are allowed to make written notes about the study materials. However, these notes must be written on paper that will be provided by the test monitor. Also, each applicant must turn in his/her notes to the test monitor at the conclusion of the study session.

During the study session, you may take as many breaks as you would like. Please note, however, that these breaks will shorten the amount of time that you will have for studying.

You may leave early from the study session. However, once you decide to leave from the study session you must turn in your materials and you will not be allowed back until the registration period for the test.

Applicants will be given a 30- minute break. Lunch/snacks will not be provided at the test site but applicants may want to bring a snack (e.g., granola bar) with them since snacks can be eaten during the break time.

Instructions for the test will be read aloud by the test monitor. The test will require that applicants read printed materials and record their answers on an optically scanned computer sheet. Applicants will be required to use a pencil to record their answers. You will have one and one half (1 ½) hours to complete the written examination.

All questions in the examination will be drawn directly from materials provided during the morning study session. You must learn the study materials presented during the morning to do well on the examination. Note this important instruction: You will not be allowed to take the exam if you did not attend and register for the morning study session.

Do not bring notebooks or other study materials with you to the testing site. All necessary materials, including notepaper and pencils, will be provided to you.

Listed below are some tips that might help to make your test date more comfortable and successful:

1) Answer every question on the test, even if you have to guess - there is no penalty for guessing.

2) Take your time - there should be plenty of time in both the study session and the test period.

3) Bring your own snack - snacks will not be provided. No food or drink will be allowed in the testing room. Applicants may only eat snacks in designated areas.

4) Listen carefully to the monitor's instructions.

5) Make certain that your answers are entered into the correct spaces on the answer sheet.

6) If you have trouble with a particular question, skip it and return to it later.

7) Be certain that you really understand the material in the Study Guide.

8) Get a good night's rest before the test.

9) Try to relax as much as possible during the test.

Testing will take all day so be sure to wear comfortable clothing. **Also, you must bring a driver's license.**

Smoking will not be allowed in the study/examination room(s). However, applicants may take as many breaks as they wish during the study session.

* Do not bring a cellular telephone, pager, food or drink.

If you need additional information, or wish to report a difficulty associated with the testing procedures, contact the department at (574) 235-9310.

Sincerely,

John Corthier
Assistant Chief of Training
South Bend Fire Department

INFORMATION REGARDING TUTORING SESSIONS

The South Bend Fire Department is offering tutoring sessions to help firefighter applicants prepare for the upcoming written exam.

Two tutoring sessions for the applicant written exam will be held on Saturday, June 21, 2014

*****Applicants with last names starting with A through M should attend from 9:30am to 12:30pm, and applicants with last names starting with N through Z should attend from 1:30pm to 4:30pm.*****

Both sessions will be held at the Century Center in Convention Hall-B (Main Level). The address of the Century Center is: 120 South St. Joseph Street, South Bend, Indiana.

The group tutoring session is designed to assist those individuals who feel that they need help as they prepare for the written examination component of the selection process. However, all applicants should be aware of two important facts:

a) The group tutoring session is completely voluntary. Applicants for the position of firefighter are *not* required to attend the tutoring session; and

b) Attendance at the tutoring session will not substitute for attendance at the study session on the day of the test. Attendance at the study session of the written exam is mandatory for all who wish to apply to be a firefighter.

Applicants who attend one of the group tutoring sessions will be given written materials, which are similar to the types of materials that will be used in the written examination. These materials will be explained, and applicants will be provided with tips on how they may best use the preparation time which will be made available during the study session on the day of the actual examination. Individuals will be permitted, if there is time available, to ask questions regarding any area of the test which they do not understand. Following a period of independent study, a mock exam will be administered. This will allow individuals to review their performance on each section of the exam.

Applicants will *not* be allowed to ask questions during the study session on the day of the examination, so if you have any areas of confusion, you should come to the tutoring session.

The group tutoring sessions do not replace the need for applicants to attend the study session on test day. Applicants who are signed up to take the written aptitude test must attend the June 28th study session in order to remain eligible for the selection process.