



**COLLINGSWOOD FIRE DEPARTMENT
434 HADDON AVENUE
COLLINGSWOOD, NEW JERSEY 08108**

Keith A. Davis Jr.
Chief of Department

**PHONE: (856)854-7447
FAX: (856)854-1279**

The position you are applying for is one of tremendous public trust. The object of this Application for Employment and the statements that you will sign is to provide data on which a pre-employment background review will be based. It is very important that you follow the directions and complete this Application in its entirety. **All information will be kept confidential.**

- Failure to return this application, properly completed, within the assigned time period, will result in removal of your name from the list of eligible candidates for the position of Firefighter/EMT.
- Applicants must read carefully each and every question and provide an answer for ALL QUESTIONS. If the question does not pertain or apply to you, an answer of “Does not apply”, shall be placed in the space provided. Answer all other questions completely and accurately.
- You, the candidate shall personally prepare this form. All entries, except signatures, shall be printed legibly, in ink, and in block style lettering. If space is inadequate for answering the question, use a separate sheet of paper, and proceed each answer with the number of the question being answered.
- An applicant who has made a false statement, omission, misrepresentation, or has attempted to conceal any material fact, or who has practiced or attempted to practice any deception or fraud in securing eligibility for appointment, or applicants who provide answers contrary to official records may be rejected from the position they seek and disqualified for eligibility. Discovery of the aforementioned after appointment may result in dismissal from appointed position.
- An applicant must possess a valid New Jersey driver’s license. Your driving record must contain no more than three (3) moving violations, within the last four (4) years, and no more than four (4) penalty points currently on their driving record. Applicants who fail to maintain this requirement prior to employment will provide grounds for disqualification. Applicants who fail to maintain this requirement during the course of employment may result in dismissal from said position.
- An applicant must at a minimum possess a New Jersey Driver’s License and New Jersey Division of Fire Safety certification as at the level of Firefighter Inspector, before final interview.

“By my signature affixed below, I attest that I have read all of the above instructions and warnings and certify that I understand the intent and meaning of same.”

Signature of Applicant

Date



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Position Applied for _____ Date of Application _____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone Number () — Social Security Number — —

Drivers License Number _____

Date of Birth _____ Email Address: _____

May we contact you at work? _____ If yes, phone number _____

1.1 If you are not a resident of New Jersey, do you agree to become a resident should employment be offered to you?
_____ Yes _____ No (if No, please explain)

1.2 Are you a high school graduate? _____ Yes _____ No (if No, please explain)

1.3 Are you legally eligible for employment in this country? _____ Yes _____ No (if No, please explain)
(Proof of U.S. Citizenship or immigrations status will be required upon employment).

1.4 Do you possess a New Jersey Uniform Fire Code Inspector's License? _____ Yes _____ No (if No, please explain) (Attach a copy of license)

1.5 Do you possess a New Jersey Uniform Construction Code License? _____ Yes _____ No (if No, please explain) (Attach copy of license)

1.6 Date available for work _____

1.7 Have you been convicted of a felony in the last seven (7) years? _____ Yes _____ No

1.8 If yes, please explain _____

1.9 Can you operate a motor vehicle? _____ Yes _____ No (If No, please explain)
*(Medical reasons are excluded)



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1.10 Do you possess a VALID New Jersey driver's license? _____ Yes _____ No (If No, please explain)

1.11 What is your driver's license number? _____

1.12 What is your date of birth: _____

1.13 Color of your eyes: _____

FIRE AND EMS SERVICE HISTORY

List all Fire and EMS organizations that you have ever belonged to.

1.17 FIRE AND EMS SERVICE HISTORY #1

Organization Telephone Dates of Service

Highest Officer/Position Held

Reason for Leaving Immediate Supervisor



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1.18 FIRE AND EMS SERVICE HISTORY #2

Organization	Telephone	Dates of Service
Highest Officer/Position Held		
Reason for Leaving	Immediate Supervisor	

EMPLOYMENT HISTORY

List your last **four** (4) employers, assignments or volunteer activities, starting with the most recent, including firefighter or emergency medical technician experience.

1.19 EMPLOYMENT HISTORY #1

Employer	Telephone	Dates Employed
Address		
Job Title/Summary		
Reason for Leaving		
Immediate Supervisor and Title		



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1.20 EMPLOYMENT HISTORY #2

Employer	Telephone	Dates Employed
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Address

Job Title/Summary

Reason for Leaving

Immediate Supervisor and Title

1.21 EMPLOYMENT HISTORY #3

Employer	Telephone	Dates Employed
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Address

Job Title/Summary

Reason for Leaving

Immediate Supervisor and Title



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1.22 EMPLOYMENT HISTORY #4

Employer	Telephone	Dates Employed
Address		
Job Title/Summary		
Reason for Leaving		
Immediate Supervisor and Title		

1.23 SPECIAL SKILLS AND QUALIFICATIONS

(A) List least **three** (3) schools attended, starting with last one attended. (B) List number of years completed. (C) Indicate degree or diploma earned, if any. (D) Grade Point Average or Class Rank. (E) Major field of study, if applicable. (F) Number of Credits Earned. (G) Provide documentation – Transcript, Diploma

School	# Yrs. Completed	Degree	GPA/Rank	Major	# of Credits



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1.24 REFERENCES

List name and telephone number of **three** business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone No.	Years Known
_____	_____	_____
_____	_____	_____
_____	_____	_____

1.25 List special accomplishments, publications, awards.

1.26 List any additional information you would like us to consider.



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Acknowledging the Essential Functions of a Fire Inspector and Code Enforcement Officer

As a Fire Inspector and Code Enforcement Officer, you may be called upon to perform many essential functions. Some, but not all of which, are listed below;

Place signature at end of list indicating you have read and understand the essential functions of a Fire Inspector and Code Enforcement Officer.

- Inspects various buildings, structures, and premises to detect and eliminate fire hazards and housing code compliance.
- Inspect rental residential properties for compliance with fire code and housing code.
- Inspect one-or-two family dwellings prior to sale for compliance with "Certificate of Smoke Detector, Carbon Monoxide Alarm and Fire Extinguisher Compliance" as set forth by NJ Uniform Fire Code regulations.
- Inspect properties prior to sale for compliance with Certificate of Continued Occupancy regulations set forth in Chapter 227 of Borough Code.
- In accord with established regulations, guidelines, standards, and procedures, inspects buildings classified as high rise and life hazard use for compliance with the Uniform Fire Safety Code in accordance with the schedule established by the Code.
- Inspects fire extinguishing and fire protection equipment to ensure equipment is operable and prepares reports identifying deficiencies.
- Observes tests of equipment and inspects storage conditions to ensure conformance to fire and safety codes.
- Notes and investigates unsafe conditions and practices which might cause or increase fire hazards.
- May instruct employees of business establishments in fire safety practices.
- Report findings to Fire Official on authorized forms detailing violations and corrective action.
- Inspects areas in which flammable or combustible materials are stored and reports undesirable conditions or takes steps to correct such conditions.
- Serves penalty notices, orders, rulings, and other legal process including notices of violation.
- Ensures that automatic fire alarm systems, when required, are present, operable, and properly maintained in accord with pertinent regulations.
- Inspects buildings for proper and adequate means of egress as determined by use, design, and layout, and ensures that means of egress are accessible, safe, properly equipped and maintained, and meet the requirements of the New Jersey Uniform Fire Code or other relevant codes or ordinances.
- Ensures that all exit and information signs are properly displayed and maintained and meet the requirements of the New Jersey Uniform Fire Code with regard to location, illumination, height, and so forth.
- Reinspect buildings, structures, or premises that have been identified as having violation(s) of applicable fire codes and that constitute imminent hazard to the health, safety, or welfare of the occupants or intended occupants, firefighters, or the general public for abatement of said violation(s).
- Reinspect buildings, structures, or premises within a prescribed time after they have been cited for violations to determine if the violations have been properly and completely abated.
- Informs owner or agent of conditions requiring correction such as deficient egress facilities, improper fire protection equipment and faulty wiring, and issues violation notices.
- Explains the New Jersey Uniform Fire Code, BOCA Housing Code, Borough ordinances and regulations to owners and provides advice on how to abate existing violations.
- Ensures permit applications are obtained where Code requires and performs inspections on uses related to the permit.
- Inspects to ensure that conditions of permit issued by the Fire Official are being complied with.
- Works closely with fire officials, fire departments, and municipal officials in interpreting and applying the New Jersey Uniform Fire Code and ensuring construction permits are obtained.
- Prepares inspection reports which are complete and properly filed.
- Prepares violation notices and orders to abate the violations which are served to owners.
- Investigates complaints of alleged fire code violations and provides reports on findings, conclusions, and recommendations.
- Investigates fires to determine origin, cause, and spread.



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-
- Maintains file of inspection records, prepares reports of activities, and coordinates activities with other officials responsible for ensuring fire and life safety.
 - Speaks before civic, school, and community organizations and groups on matters concerning fire prevention methods and to encourage the use of fire prevention methods by community residents.
 - Gives talks and demonstrations before adults and/or children on the methods for ensuring proper use of fire safety procedures in the home, school, or other buildings.
 - Participates in fire drills and other training courses.
 - Performs special duty at theaters, schools, and other public gatherings to help maintain proper fire precautionary measures.

I have read and understand all of the points listed above.

Signature of Applicant

Date



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It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no questions on this application is used for the purpose of limiting or excusing any applicant's considerations for employment on a basis prohibited by local, state or federal law.

Dated this _____ day of _____ 20 _____

Signature

**Sworn to and subscribed before me
this _____ day of _____ 20 _____**

Signature of Notary

SEAL



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Authorization for Release of Information

Name: _____

Address: _____

Social Security No.: _____ **Date of Birth:** _____

Drivers License Number: _____

To all law enforcement agencies, police departments, motor vehicle departments, probation departments, selective service boards, physicians, hospitals, and other institutions and agencies without exception:

I, _____ am making application for employment by the Collingswood Fire Department which is under the jurisdiction of the Borough of Collingswood, as part of that application, an investigation is being conducted to determine my eligibility.

You are authorized and directed to release to Collingswood Fire Department, as well as its officer representatives, any information and documentation they may request.

If I am hired by the Collingswood Fire Department, this authorization shall be effective so long as I am a member of said department, unless sooner revoked by me in writing; you may rely upon the written certification of the Fire Chief or other officer of the Department to the effect that this authorization is still in effect and of my continuing employment.

A photo-static copy of this authorization will be considered as effective as the original.

Dated this _____ **day of** _____ **20** _____

Signature

**Sworn to and subscribed before me
this** _____ **day of** _____ **20** _____

Signature of Notary

SEAL