



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

Geoffrey T. Joyce
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, shall be typed or legibly written in ink. If space is inadequate for answering the question, use a separate sheet of paper, and precede 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 Department of Health and Senior Services certification as an EMT-Basic, and be New Jersey Division of Fire Safety certified at the level of Firefighter I, 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 - -

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 Are you certified by the Division of Fire Safety as Firefighter I _____ Yes _____ No (if No, please explain)
(Attach copy of certification)

1.5 Are you a NJ Certified Fire Instructor Level 1? _____ Yes _____ No (if No, please explain)
(Attach copy of certification)

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

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

1.8 Are you a NJ Certified Emergency Medical Technician? _____ Yes _____ No (if No, please explain) (Attach certification)

1.9 Date available for work _____

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

1.11 If yes, please explain _____



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

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

1.14 What is your driver's license number? _____

1.15 What is your date of birth: _____

1.16 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 at 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. Do not include fire and EMS certifications.

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 Firefighter

As a firefighter, 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 Firefighter.

- Walk, sometimes for long periods of time, in extreme weather conditions, in physically hazardous locations.
- Run, sometimes sprinting at a high rate of speed for a short distance, in extreme weather conditions, in physically hazardous locations.
- Ascend and /or descend stairs and ladders.
- Climb over, pull up over, and jump over obstacles.
- Jump down from elevated surfaces or areas.
- Climb or crawl through openings.
- Crawl under obstructions or in confined areas.
- Balance on uneven or narrow elevated surfaces.
- Use body force, with or without heavy tools, to gain entrance or break through barriers.
- Push objects, vehicles or persons.
- Pull objects or persons
- Lift and carry objects or persons.
- Drag objects or persons.
- Sit or stand for long periods of time, in extreme weather, in hazardous locations.
- Swim, ride upon or operate a boat in open waters.
- Operate a motor vehicle, during the day or night, in emergency situations, on the open road or in congested traffic, in unsafe conditions caused by factors such as fog, smoke, rain, ice or snow, natural and manmade disasters, and during times of civil unrest.
- Observe, record, recall and report incidents and information.
- Administer First Aid to other persons or employees.
- Operate fire apparatus, hoses, extinguishers, utilize numerous heavy tools and equipment.
- Wear uniforms, heavy hot and uncomfortable safety clothing.
- Work rotating shifts, adapt to irregular working hours and conditions, go for long periods without rest room or eating facilities.
- Maintain mental alertness and readiness to act, even during periods of calm and inactivity.
- Identify, collect, label, secure and preserve evidence at a fire scene.
- Secure the scene of a crime, fire, emergency or disaster.
- Stand guard at the scene of a fire, crime, emergency or disaster to prevent damage, loss or injury.
- Secure and evacuate persons from particular areas, using either verbal commands or the appropriate degree of physical force.
- Perform rescue and support functions at the scenes of fire, accidents, emergency medical calls.
- Physically secure buildings, including doors, windows, walls and other openings.
- Perform searches of buildings, large outdoor spaces, confined spaces, vehicles and vessels for missing, injured or lost persons which may involve seeing, feeling, smelling and detecting objects.
- Understand and follow orders, policies, procedures and programs as directed by the Fire Administration.



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- Accept direction, and function cooperatively as one member of a unit.
- Communicate effectively verbally and in writing, detailing incidents, activities and conditions to others.
- Prepare written reports, including pre-plans, accident reports, apparatus, building and equipment reports, using appropriate grammar, symbols, and mathematical calculations.
- Read and comprehend documents, orders, memorandums and training materials.
- Communicate effectively and coherently over telephone, walkie-talkie, and radio, initiating or responding to verbal communications.
- Communicate effectively in legal hearings and other official formal settings.
- Communicate effectively with people, including juveniles, in an agitated or distraught condition, by giving information and direction, by eliciting information, and by advising of processes and procedures.
- Integrate individual activities and goals with the efforts of other members of the fire service for the promotion of common goals and objectives.
- Gather information by observation, visual inspection and oral communication; determine what information is significant; assess a situation based on that information; and exercise independent judgment to make decisions concerning choice of action and equipment.
- Perform a variety of tasks involving different and sometimes contrasting skills in rapid succession during a short period of time.
- Endure verbal, mental, and physical abuse, including threats, taunts and insults of self, family, and fellow firefighters.
- Withstand exposure to and deal appropriately with stress involved in dealing with hostile views, opinions and behavior in antagonistic settings with crime victims, fire victims, accident victims, disaster victims and their families.
- To work in the worst of conditions, spend long periods of time away from home and family.
- Perform all duties in the heat of the summer, and the cold of the winter with little protection from the elements.
- Perform all the expected duties in hot or cold, poorly lit or dark, confined spaces for long periods of time.
- Depend upon your corrected or uncorrected vision as well as your peripheral vision to assist you in the operation of fire apparatus, and in the performance of your duties.
- To calmly operate in the heat of fire, performing the duties necessary to extinguish the fire and save lives and property.
- To wear and work in heavy and restrictive self-contained breathing apparatus and it's attached face mask.

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:** _____

Driver's 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