
Thank you for your interest in employment with the Winter Haven Fire Department (WHFD). This application must be either typed or printed in legible form. Non-legible applications will be returned. Applications ***must include a resume*** and be submitted to Human Resources. Incomplete applications may not be considered for employment.

Complete the application as follows:

1. Answer all questions. If they do not apply to you, place an "N/A" in the blank space provided for your answer.
2. Provide names and complete mailing addresses, including zip code of former employers, dates of employment, and your job title.
3. List complete and correct mailing and physical addresses, including zip code of former residences.
4. List complete and correct mailing addresses, including zip code of all references.
5. Notarize pages of the application before submitting it to Human Resources.

You are hereby informed that a thorough background investigation, including information regarding your character, general reputation, personal characteristics, and mode of living, drug test, and physical exam in accordance with NFPA 1582 will be part of the candidate selection process. This information is solely for the purpose of evaluating your qualifications and eligibility for employment with the WHFD.

Any falsification of information on your application will automatically disqualify you from consideration for employment with the WHFD.

The submission of this application carries the understanding that you are authorizing the WHFD to contact any and all available sources for the purpose of obtaining information regarding your qualifications. Expected duration of the selection process may take up to eight weeks.

This application must include copies of the following:

1. Birth Certificate
2. High School Diploma or State Equivalency
3. Proof of Name Change (if applicable)
4. DD 214 Form - Military Service Discharge Documents (if applicable)
5. Driver License
6. College Transcripts (Submit a sealed copy of the transcripts with the application or provide the email address humanresources@mywinterhaven.com for electronic transcripts sent directly from the educational institution.)
7. Social Security Card
8. Fire Standard Certificate F.S.633
9. Emergency Medical Technician (E.M.T.)
10. Paramedic Certificate (if applicable)
11. Valid CPR Card
12. Certificates: IS-100, IS-200, IS-700, IS-800
13. Emergency Vehicle Operator Course Certificate (EVOC) - 16 hours
14. Resume

POLYGRAPH EXAMINATION

Prior to making a final recommendation for hire applicants being considered for employment/placement will be required to undergo a polygraph examination regarding personal background and other aspects of their character. Employment will be contingent upon the results of the polygraph examination as well as the availability of a position with the WHFD.

The following is a list of subject areas from which polygraph questions will be drawn: Credit History; Work Record; Honesty; Use of Alcohol; Driving History; Arrests and Convictions; Drugs, Narcotics, and Marijuana; Gambling; Blackmail; Friends and Associates; and Loyalty to the United States.

An Equal Opportunity Employer

	No	Yes	Give Details
Are you now using or have you ever used illegal controlled substances or illegal drugs? If so, explain.			
Have you ever been employed by the City of Winter Haven?			When: _____ Where: _____
Have you ever been dismissed from a job for inefficiency, delinquency, misconduct or any other reason?			When: _____ Describe circumstances: _____ _____
Have you ever been formally or informally accused of unlawful harassment or discrimination?			When: _____ Describe circumstances: _____ _____
Are you now under charges for any offense against the law?			Describe charges: _____ _____
Have you <u>EVER</u> at any time had adjudication withheld, plead guilty, no contest or been convicted of <u>ANY</u> offense against the law?			Describe circumstances: _____ _____ <i>Note: A conviction is not necessarily a disqualifying factor; truthfully give all facts so a decision can be made.</i>
Have you ever been a defendant in a civil action for an intentional tort?			Explain: _____ _____

EDUCATION

Level of Education	School Name Street Address City / State / Zip	Course of Study	Years to Complete or Number of Credits	Degree/Diploma Received		
				No	Yes	Type
G.E.D.						
Home School						
High School						
Trade School						
College/ University						
List other education or special courses taken; include total hours and the training provider/sponsor name.						



An Equal Opportunity Employer

Answer only if applicable:

Is G.E.D. sanctioned by a State Board of Education? _____ Yes _____ No

While in school were you ever suspended, expelled, or otherwise disciplined? _____ Yes _____ No

If you answer "YES" please explain:

List honors, awards, scholarships, etc: _____

Extracurricular activities: _____

Foreign language spoken: _____

Foreign language read: _____

Foreign language written: _____

Certification/License Type	Are you certified or licensed?		Issued in/by Which State	Date Issued (Mo./Yr.)	Expiration Date (Mo./Yr.)
	No	Yes			
Building Inspector					
Code Enforcement – Level I, II or III					
Emergency Medical Technician (EMT)					
Firefighter Minimum Standards					
Lifeguard					
Paramedic					
Police Officer Minimum Standards					
Wastewater Treatment Operator A, B or C					
Water Treatment Operator A, B or C					
Water Safety Instructor (WSI)					
Other:					

EMPLOYMENT HISTORY

Begin with present employer and list all jobs held since you started working.
This section must be completed even with a resume attached to the application.

<p>1. Company Name: _____ Street: _____ City/State/Zip: _____ Telephone Number: _____ Supervisor Name: _____ Reason for leaving: _____ _____</p>	<p>Employed: From: _____ To: _____ Pay Rate: Start: _____ End: _____ Job Title: _____ Duties: _____ _____ _____</p>
<p>2. Company Name: _____ Street: _____ City/State/Zip: _____ Telephone Number: _____ Supervisor Name: _____ Reason for leaving: _____ _____</p>	<p>Employed: From: _____ To: _____ Pay Rate: Start: _____ End: _____ Job Title: _____ Duties: _____ _____ _____</p>
<p>3. Company Name: _____ Street: _____ City/State/Zip: _____ Telephone Number: _____ Supervisor Name: _____ Reason for leaving: _____ _____</p>	<p>Employed: From: _____ To: _____ Pay Rate: Start: _____ End: _____ Job Title: _____ Duties: _____ _____ _____</p>
<p>4. Company Name: _____ Street: _____ City/State/Zip: _____ Telephone Number: _____ Supervisor Name: _____ Reason for leaving: _____ _____</p>	<p>Employed: From: _____ To: _____ Pay Rate: Start: _____ End: _____ Job Title: _____ Duties: _____ _____ _____</p>

An Equal Opportunity Employer

<p>5. Company Name: _____ Street: _____ City/State/Zip: _____ Telephone Number: _____ Supervisor Name: _____ Reason for leaving: _____ _____</p>	<p>Employed: From: _____ To: _____ Pay Rate: Start: _____ End: _____ Job Title: _____ Duties: _____ _____ _____</p>
<p>6. Company Name: _____ Street: _____ City/State/Zip: _____ Telephone Number: _____ Supervisor Name: _____ Reason for leaving: _____ _____</p>	<p>Employed: From: _____ To: _____ Pay Rate: Start: _____ End: _____ Job Title: _____ Duties: _____ _____ _____</p>
<p>7. Company Name: _____ Street: _____ City/State/Zip: _____ Telephone Number: _____ Supervisor Name: _____ Reason for leaving: _____ _____</p>	<p>Employed: From: _____ To: _____ Pay Rate: Start: _____ End: _____ Job Title: _____ Duties: _____ _____ _____</p>
<p>8. Company Name: _____ Street: _____ City/State/Zip: _____ Telephone Number: _____ Supervisor Name: _____ Reason for leaving: _____ _____</p>	<p>Employed: From: _____ To: _____ Pay Rate: Start: _____ End: _____ Job Title: _____ Duties: _____ _____ _____</p>

(Attach additional sheet if necessary.)

Note: Employers listed above will be contacted, unless you indicate otherwise. Please specify which employer, if any, you prefer not be contacted and state the reason why.

Do not contact: Employer Number(s) _____ Reason: _____



An Equal Opportunity Employer

The information you provide from this point forward will not be presented to the pre-screening panel that determines which applications continue on in the hiring process. Only the previous pages will be viewed by the panel. If the panel agrees your application merits further consideration, then the information provided on the remaining pages will be used to conduct a background investigation.

PERSONAL DATA

Applicant Name: _____

Maiden Name (if applicable): _____

Date of Birth: _____ Place of Birth: _____

City / County / State

Are you eligible to work in the United States? Yes No

Have you ever had your name legally changed? Yes No

If you answered "YES" to the above question, provide:

a. Your previous name(s): _____

b. Date and Location of Change: _____

c. Reason for Change: _____

Have you ever been known by any other name? Yes No

If "YES", list all, including nicknames and street names:

List all social networking addresses: _____

List below in chronological order all previous places of residence since elementary school. Begin with your present address and work backward. Attach a separate sheet of paper for additional residences if necessary.

From/To (Month/Year) Address City State Zip



An Equal Opportunity Employer

CAREER INTEREST

Names of relatives or friends employed by the WHFD:

Have you ever worked for or applied to the WHFD before? _____ Yes _____ No

If "YES" explain: _____

Have you ever applied to or been employed by any other fire department? _____ Yes _____ No

If "YES" state name of department and dates of employment or application: _____

If you were not hired, state reason(s) for non-selection: _____

Are you now on any employment eligibility list? _____ Yes _____ No

If "Yes" state where and for what position? _____

Have you ever been dismissed, disciplined, or asked to resign employment because of misconduct or unsatisfactory service? _____ Yes _____ No

If "Yes" list those employers who either (1) Dismissed you; (2) Disciplined you; or (3) Requested that you resign or be terminated:

Employer's Name _____ Date _____ Supervisor Involved _____

May we contact previous employers? _____ Yes _____ No

If "No" please state your reasons: _____



An Equal Opportunity Employer

May we contact your present employer in the final post offer stages of processing? _____ Yes _____ No

If "No" please state your reasons: _____

DRUG USE

Have you ever used an illegal drug? _____ Yes _____ No

If "YES" please explain by listing when, what type of drug and the circumstances that led to the use.

Have you ever used a prescription drug prescribed for someone else? _____ Yes _____ No

If "YES" please explain by listing when, what type of drug and the circumstances that led to the use.

MILITARY RECORD

If you have never served in the Armed Forces of the United States, please sign the below statement:

I, _____ have never served in any branch of the United States Armed Forces.
(Print Name)

Signature of Applicant

If you have served in the Armed Forces of the United States please complete the following.

Branch of Service: _____ Highest Rank: _____

Service #: _____

Duty Dates: From: _____ To: _____ From: _____ To: _____



An Equal Opportunity Employer

Branch of Service: _____ Highest Rank: _____

Service #: _____

Duty Dates: From: _____ To: _____ From: _____ To: _____

Are you now or have you ever been a member of the Reserve Unit or the National Guard? _____ Yes _____ No

If Yes, state the branch of service, name and location of your unit and whether you attend drills, meetings, or camps: _____

Military specialization and duties _____

Have you ever been tried on charges, or were you the subject of a summary court, court martial, deck court, Captain's Mast, company punishment, or any other type of disciplinary action while a member of the armed forces?

_____ Yes _____ No

If yes, please provide details:

Date: _____ Place: _____

Nature of Offense: _____

Action Taken: _____

FOREIGN MILITARY RECORD

Have you ever served in the Armed Forces of any foreign nation? _____ Yes _____ No

If "Yes" indicate the nation _____

Date of entry _____ Date of Separation _____

Highest rank held _____ Type of Separation _____



An Equal Opportunity Employer

FINANCIAL HISTORY

Have you ever been a party to a financially related court action? _____ Yes _____ No

If "YES" please explain:

If you are responsible for making child support payments has legal action ever been taken against you for either failing to make payments or delaying payments? _____ Yes _____ No

If "YES" please explain:

Have you ever been bonded? _____ Yes _____ No

If employed by the WHFD, do you anticipate any income other than your salary? _____ Yes _____ No

If "Yes" list the source: _____

CRIMINAL AND JUVENILE RECORD

Have you ever been arrested, charged or received a notice or summons to appear for any criminal violations?

_____ Yes _____ No If "Yes" explain below.

Have you ever been convicted of a felony or misdemeanor? _____ Yes _____ No If "Yes" explain below.

To your knowledge, has any member of your family ever been arrested for any reason other than traffic violations?

_____ Yes _____ No If "Yes" explain below.

If you answered yes to any of the questions above, list all such matters, even if you were not formally charged; did not appear in court; pled not guilty or nolo contendere; had adjudication withheld or deferred; were found not guilty; or had the matter settled by payment of a fine or forfeiture of collateral. Include all matters taking place while you were classified as a juvenile under the law of any state.

Applicant	Place & Dept	Charge	Court & Place	Date of Charge	Disposition

An Equal Opportunity Employer

Relative's Name / Relationship	Place & Dept	Charge	Court & Place	Date of Charge	Disposition

Have you ever been reported as a missing person? _____ Yes _____ No

If "YES" please explain:

Have you or your spouse ever been a plaintiff or defendant in a civil and/or criminal court action?

_____ Yes _____ No

If "YES" please explain:

Have you ever been detained by any law enforcement officer for investigative purposes OR have you ever been the subject of OR a suspect in any criminal investigation? _____ Yes _____ No

If "YES" please explain:

GANGS / GROUPS

Have you ever belonged to or been associated with any criminal youth gang such as the Bloods, Crips, Latin Kings, Folk Nation, People Nation, etc. either locally or in another state? _____ Yes _____ No

If "Yes" please explain:

An Equal Opportunity Employer

Have you ever belonged to or been associated with any criminal motorcycle gang such as the Hell's Angels, Pagans, Outlaws, etc. either locally or in another state? _____ Yes _____ No

If "Yes" please explain:

Have you ever been the member of any local or national group that advocates hatred against other races?

_____ Yes _____ No

If "Yes" please explain:

Have you belonged or associated with any local or national groups which advocate the overthrow of the government of the United States? _____ Yes _____ No

If "Yes" please explain:

Tattoos / Markings

Do you have any tattoos or other markings? _____ Yes _____ No

If yes, please explain and attach photos of them:

An Equal Opportunity Employer

Do any of your tattoos or other markings indicate past or current gang membership, affiliation, or activity?

_____ Yes _____ No

If "Yes" please explain:

Do you have any tattoos or other markings that represent hatred against other races or cultures?

_____ Yes _____ No

If "Yes" please explain:

Do you have any tattoos or other markings which indicate participation in any type of criminal activity?

_____ Yes _____ No

If "Yes" please explain:

MOTOR VEHICLE OPERATING RECORD

Can you operate a motor vehicle? _____ Yes _____ No

Has your driver license ever been suspended or revoked? _____ Yes _____ No

If "Yes" indicate the (1) Date, (2) Location, (3) Charge(s), (4) Injuries, and (5) Final Disposition of any police charges or civil liability:

An Equal Opportunity Employer

Have you ever been refused a driver license by any state? _____ Yes _____ No

If "Yes", state the reason(s) for the refusal: _____

Have you "ever" received a traffic citation other than parking? _____ Yes _____ No

If "Yes", list the (1) City, County, and State, (2) Name(s) of Agency issuing the citation(s), (3) Date, (4) Charges, and (5) Final Disposition.

Do you have any unpaid or outstanding summonses against you for any parking violations?

_____ Yes _____ No

If "Yes", list how many and where? _____

Have you ever been declined an automobile insurance policy or had a policy cancelled? _____ Yes _____ No

If "YES" please explain:



An Equal Opportunity Employer

LOYALTY

Have you ever, by word of mouth or in writing, advocated, advised, or taught the doctrine that the Government of the United States of America, or any political subdivision thereof, should be overthrown by force, violence, or any unlawful means? _____Yes _____No

POLYGRAPH EXAMINATION

Are you willing to take a polygraph examination to verify all information supplied in this application and all other information supplied by you to the WHFD? _____Yes _____No

_____ *Applicant's Signature*

If "No", state your reason(s) _____

An Equal Opportunity Employer

PERSONAL REFERENCES

Fill in the names of persons who have seen you frequently during the past year. List persons who are not related to you or who are not former employers. All persons that you list may be asked to appraise your character, ability, experience, personality, and other qualities.

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Alternate Phone: _____

Years Known: _____

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Alternate Phone: _____

Years Known: _____

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Alternate Phone: _____

Years Known: _____

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Alternate Phone: _____

Years Known: _____

Note: Please make sure to list complete address information including zip code.



An Equal Opportunity Employer

READ THIS APPLICATION AND YOUR ANSWERS CAREFULLY BEFORE SIGNING BELOW

I, (print name) _____ affirm that all statements made by me on this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that if I make any misstatements or omissions of fact, I am subject to disqualification or dismissal and to such other penalties prescribed by law, personnel policy or regulations. I am aware that statements made by me in this application are subject to later investigation. I am further aware that should any investigation disclose any misrepresentation, falsification, omission, or concealment of material fact, my application may be rejected and my name removed from the eligibility lists. If already appointed, I may be dismissed. I voluntarily give the City of Winter Haven Human Resources' Office, or its duly authorized representative, the right to make a thorough investigation of my past employment and activities. I agree to cooperate in such investigation and I further release from all liability and responsibility any and all persons, companies or corporations supplying such information.

Please sign below in the presence of a Notary.

Applicant Signature: _____ **Date:** _____

State of Florida

City/County of _____

Sworn to before me this _____ **day of** _____, **20** _____

Signature of Notary

**DO NOT WRITE BELOW THIS LINE
(For Human Resources' Office Use Only)**



An Equal Opportunity Employer

**FCRA NOTICE AND CONSENT
CITY OF WINTER HAVEN**

PLEASE READ THIS NOTICE AND CONSENT FORM CAREFULLY

This notice and consent form is provided to you in compliance with the Fair Credit Reporting Act ("FCRA"). The FCRA is a federal law governing the provision of certain data to employers by third-party providers called "consumer reporting agencies."

In connection with your application and/or employment, and provided that you give your written consent below, the City may obtain a consumer report containing information about you. A consumer report is defined as a written, oral, or other communication of any information by a consumer reporting agency bearing on your creditworthiness, credit standing, credit capacity, character, general reputation, general personal characteristics, or mode of living (including criminal history and background), which will be used or will be expected to be used or collected whole or in part for the purpose of serving as a factor in establishing your eligibility for employment. Please be informed and understand that you may obtain a copy of any such report, and that you may dispute the accuracy or completeness of the information report to the City by writing or calling the consumer reporting agency directly.

I hereby agree and consent to the City of Winter Haven security consumer report(s) on me, and using the consumer report(s) in whole or in part in arriving at a decision regarding my employment.

Applicant

Date

An Equal Opportunity Employer

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance or
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

An Equal Opportunity Employer

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.
- **Enforcement and other rights.** States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General.



An Equal Opportunity Employer

The information requested below is used for EEO purposes only and NOT to evaluate your application for employment with the City of Winter Haven. Completion of this form by you is strictly voluntary. You are not legally required to supply this information. However, your assistance in doing so is appreciated. Thank you.

Date <hr style="border: none; border-top: 1px solid black;"/>	Position Applied For <hr style="border: none; border-top: 1px solid black;"/>
--	--

Gender		Female
		Male

Age Group		16 – 22
		23 – 39
		40 – 70
		Over 70

Race Ethnic Origin		White, Non-Hispanic or Latino
		Black or Black and White, Non-Hispanic or Latino
		Hispanic or Latino
		Asian or Asian and White, Non-Hispanic or Latino
		American Indian/Alaskan Native, Non-Hispanic or Latino
		Native Hawaiian-Other Pacific Islander, Non-Hispanic or Latino
		Balance 2+ Races, Non-Hispanic or Latino

Disabled		No	Description of Disability
		Yes	

Military Status		Non-Veteran	Actively Served During (Circle Applicable)
		Veteran	WWII/Korea, Persian Gulf, Vietnam, Iraq/Afghanistan; Operation Enduring Freedom, Other
		Disabled Veteran	

How did you learn of the position you are applying for?			
	Walk-in, General Job Search		Winter Haven News Chief
	Search Firm or Employment Agency		The Lakeland Ledger
	Civic/Professional Organization		Other Newspaper
	Internet/City Web Site		Magazine/Publication
	City of Winter Haven Employee		Word of Mouth
	College or University:		Other: