

# APPLICATION FOR COMPETITIVE EXAMINATION

## FIRE AND POLICE CIVIL SERVICE BOARD

PLEASE PRINT OR TYPE. FAILURE TO ANSWER ALL THE QUESTIONS IN THIS APPLICATION AND FAILURE TO ATTACH ALL REQUIRED DOCUMENTATION TO THIS APPLICATION MAY CAUSE YOUR APPLICATION TO BE REJECTED.

NAME: FIRST: _____ MIDDLE: _____ LAST: _____		
STREET ADDRESS/P.O. BOX NO. _____		STATE/ZIP: _____
HOME TELEPHONE NUMBER (WITH AREA CODE) ( ) _____		EMAIL ADDRESS: _____
OFFICE TELEPHONE NUMBER (WITH AREA CODE) ( ) _____		
CELL TELEPHONE NUMBER (WITH AREA CODE) ( ) _____		
SOCIAL SECURITY NUMBER: _____		DATE OF BIRTH (MONTH/DATE/YEAR): _____
ARE YOU A CITIZEN OF THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO		DRIVER'S LICENSE NO: _____ STATE: _____ EXPIRATION DATE: _____

**EXAMINATION FOR WHICH YOU ARE APPLYING (FILE A SEPARATE APPLICATION FOR EACH EXAMINATION)**

### RACE/SEX INFORMATION

The Federal government requires that we request the following race and sex information for statistical reporting purposes. Completion of this section is voluntary, and your application will not be rejected if you choose not to provide this information.

- |                                 |                                       |                                |                                   |                                     |                                |
|---------------------------------|---------------------------------------|--------------------------------|-----------------------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Male   | <input type="checkbox"/> White        | <input type="checkbox"/> Black | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Am. Indian | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Female | <input type="checkbox"/> Other: _____ |                                |                                   |                                     |                                |

### SPECIAL INSTRUCTIONS FOR DOCUMENTATION YOU MUST ATTACH

In accordance with civil service law you must be a citizen of the United States, and of legal age. In addition to these requirements, the local municipal fire and police civil service board in each jurisdiction has adopted its own qualification requirements for each of its competitive classes. Therefore, you must attach the necessary documentation to verify that you meet all the requirements of the civil service board to which you are applying. You must attach a copy of the following documents:

- Proof that you are a citizen of the United States (Birth Certificate, US Passport, or Certificate of Naturalization)
- Proof that you meet the age requirement of the civil service board (Birth Certificate)
- Proof that you meet the education requirement as posted by the civil service board to be admitted to the exam
- Proof that you have a valid driver's license (if this is a requirement of the civil service board to be admitted to the exam)
- Proof that you meet all other requirements as posted by the civil service board to be admitted to the exam

### AUTHORITY FOR RELEASE OF INFORMATION

I HAVE COMPLETED THIS APPLICATION WITH THE KNOWLEDGE AND UNDERSTANDING THAT ANY OR ALL ITEMS CONTAINED HEREIN MAY BE SUBJECT TO INVESTIGATION PRESCRIBED BY LAW, AND I CONSENT TO THE RELEASE OF INFORMATION CONCERNING MY CAPACITY AND FITNESS BY EMPLOYERS, EDUCATIONAL INSTITUTIONS, LAW ENFORCEMENT AGENCIES, AND OTHER INDIVIDUALS AND AGENCIES, TO DULY ACCREDITED INVESTIGATORS, CIVIL SERVICE BOARD MEMBERS AND OTHER AUTHORIZED EMPLOYEES OF THE GOVERNMENT FOR THAT PURPOSE.

I CERTIFY THAT THE ANSWERS I HAVE GIVEN TO ALL QUESTIONS IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE. I KNOW THAT ANY MISREPRESENTATION HEREIN MAY CAUSE MY APPLICATION TO BE REJECTED, MY NAME REMOVED FROM THE ELIGIBLE LIST AND/OR MAY SUBJECT ME TO DISMISSAL FROM EMPLOYMENT.

DATE	SIGNATURE OF APPLICANT
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### FOR USE OF CIVIL SERVICE BOARD ONLY VERIFICATION THAT APPLICANT MEETS THE BOARD'S REQUIREMENTS

<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> Age	<input type="checkbox"/> Education	<input type="checkbox"/> Driver's License (if a requirement)	<input type="checkbox"/> Veteran Pref.
1. Chairman	2. Vice chairman	3.	4.	5.

**BACKGROUND INFORMATION**

1. WITHIN THE PAST 5 YEARS, HAVE YOU BEEN TERMINATED, OR RESIGNED IN LIEU OF TERMINATION, FROM ANY POSITION FOR REASONS OTHER THAN A REDUCTION IN FORCE?

YES       NO

NOTE: IF YOU ANSWER "YES" TO THIS QUESTION, PLEASE PROVIDE AN EXPLANATION IN THE EXPLANATION BLOCK PROVIDED BELOW.

2. HAVE YOU EVER BEEN CONVICTED OF A FELONY?

YES       NO

3. HAVE YOU BEEN CONVICTED OF A MISDEMEANOR DURING THE LAST 3 YEARS?

YES       NO

NOTE: IF YOU ANSWERED "YES" TO EITHER OF THE ABOVE QUESTIONS, PLEASE PROVIDE AN EXPLANATION IN THE EXPLANATION BLOCK BELOW. A CONVICTION WILL NOT NECESSARILY DISQUALIFY YOU FROM THE JOB FOR WHICH YOU ARE APPLYING. A CONVICTION WILL BE JUDGED ON ITS OWN MERITS WITH RESPECT TO TIME, CIRCUMSTANCES, AND SERIOUSNESS.

**EXPLANATION.** PLEASE USE THE SPACE PROVIDED BELOW TO EXPLAIN ANY "YES" ANSWERS TO THE ABOVE THREE QUESTIONS. ATTACH ADDITIONAL PAGES IF NECESSARY.

**TRAINING/EDUCATION**

**A. HIGH SCHOOL**

DIPLOMA OR EQUIVALENCY CERTIFICATE

DATE RECEIVED: \_\_\_\_\_

I DID NOT GRADUATE, BUT COMPLETED GRADE: \_\_\_\_\_

NAME AND ADDRESS OF HIGH SCHOOL ISSUING DIPLOMA OR OF STATE DEPARTMENT OF EDUCATION ISSUING GED OR EQUIVALENCY CERTIFICATE:

**B. COLLEGE**

NAME OF COLLEGE OR UNIVERSITY/LOCATION

YEARS  
ATTENDED

CREDIT  
HOURS  
EARNED

DEGREE(S)  
RECEIVED

DATE OF  
DEGREE

MAJOR

**C. OTHER FORMAL TRAINING**

(BUSINESS, TRADE, MILITARY, ETC., CLASSES OR SEMINARS)

LOCATION

DATES  
ATTENDED

DID YOU  
GRADUATE?

NO. OF HOURS

TITLE OF INSTRUCTION OR CLASS (ATTACH ADDITIONAL PAGES IF NECESSARY)

YES  
 NO

YES  
 NO

YES  
 NO

YES  
 NO

**SPECIAL QUALIFYING EXPERIENCE, CERTIFICATIONS, OR LICENSES**

PLEASE LIST BELOW ANY PROFESSIONAL LICENSES OR CERTIFICATIONS THAT ARE RELEVANT TO THE JOB FOR WHICH YOU ARE APPLYING.

(ATTACH ADDITIONAL PAGES IF NECESSARY)

**NO. 1**

**NO. 2**

**NO. 3**

NAME OF LICENSE OR TYPE OF CERTIFICATION

NAME AND COMPLETE ADDRESS OF AGENCY OR INSTITUTION ISSUING LICENSE OR CERTIFICATION

DATE LICENSE OR CERTIFICATION ACQUIRED

EXPIRATION DATE, IF APPLICABLE

RESTRICTIONS, IF APPLICABLE

LIST ANY SPECIAL COURSE WORK, TRAINING, OR EXPERIENCE WHICH MAY BE BENEFICIAL IN THE JOB FOR WHICH YOU ARE APPLYING, OR WHICH MAY SATISFY ANY SPECIAL QUALIFICATION REQUIREMENTS

IF YOU HAVE COMPUTER EXPERIENCE, PLEASE LIST ANY COMPUTER PROGRAMS (SOFTWARE) WITH WHICH YOU HAVE A WORKING KNOWLEDGE:

TYPING ABILITY: \_\_\_\_\_ WPM

### VETERAN'S PREFERENCE

Five-point veteran's preference is granted to veterans who receive passing scores for an entrance class and who were discharged under honorable conditions from active duty in the U.S. Armed Forces during a war, or during the period April 28, 1952, through July 1, 1955, or for more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or during the Gulf War from August 2, 1990, through January 2, 1992; or for more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010, the last day of Operation Iraqi Freedom; or in a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, Haiti, Kosovo, Bosnia, and Herzegovina qualifies for preference. A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980, (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty. The 24-month service requirement does not apply to 10-point preference eligibles separated for disability incurred or aggravated in the line of duty, or to veterans separated for hardship or other reasons under 10 U.S.C. 1171 or 1173. Note: If your DD-214 does not provide proof of entitlement for preference, you must obtain an amended DD-214 or other written documentation showing award of Armed Forces Expeditionary Medal.

Should you wish to receive the veteran's preference points, check the space provided and attach a copy of your DD-214 which verifies your qualification to receive preference.

I QUALIFY FOR THE FIVE-POINT VETERAN'S PREFERENCE AS IDENTIFIED ABOVE, AND HAVE ATTACHED A COPY OF MY DD-214 OR OTHER DOCUMENTATION TO THIS APPLICATION FOR VERIFICATION PURPOSES

### REQUEST FOR TESTING ACCOMMODATIONS UNDER THE AMERICANS WITH DISABILITIES ACT

If you require any special testing accommodations because of a disability which limits a major life activity, you must complete this section in order for your request to be considered.

I am requesting testing accommodations under the Americans With Disabilities Act for the following disability (check box and specify disability): \_\_\_\_\_

**REQUIRED DOCUMENTATION TO ATTACH TO YOUR APPLICATION:** in order for this civil service board to process your ADA request, you must attach written documentation of your disability, including an assessment of accommodations which might be appropriate to compensate for your disability in a testing environment, prepared by a doctor, psychologist, rehabilitation counselor, occupational or physical therapist, or other professional with knowledge of your functional limitations.

What accommodations are you requesting?

Extra Time    Reader    Private Room    Scribe    Other: \_\_\_\_\_

### WORK EXPERIENCE

#### INSTRUCTIONS FOR COMPLETING SECTION ON WORK EXPERIENCE

Start with your present or most recent position and work back, including any military experience. Use separate blocks if you were promoted or your duties changed materially while working for the same employer. Treat each change as a separate position. For volunteer experience, use work experience blocks and disregard reference to salary. It is to your advantage to completely describe your duties in each position, placing particular emphasis on duties, tasks performed, and responsibility. Attach additional pages, if necessary.

<b>NAME AND COMPLETE ADDRESS OF EMPLOYER</b>						<b>TYPE BUSINESS</b>		
<b>TELEPHONE NUMBER (WITH AREA CODE)</b>						<b>TITLE OF YOUR POSITION</b>		
<b>DATES OF EMPLOYMENT</b>				<b>WAS THIS FULL-TIME EMPLOYMENT?</b>		<b>AVERAGE NUMBER OF HOURS WORKED PER WEEK:</b>	<b>BEGINNING SALARY</b>	<b>ENDING SALARY</b>
<b>FROM:</b>		<b>TO:</b>						
MO.	DAY	YR.	MO.	DAY	YR.			
						<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>NAME AND TITLE OF IMMEDIATE SUPERVISOR</b>				<b>NUMBER/TITLE(S) OF EMPLOYEES YOU SUPERVISED</b>				
<b>DESCRIBE YOUR DUTIES IN DETAIL (USE SEPARATE SHEET, IF NECESSARY)</b>								

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<b>FROM:</b>		<b>TO:</b>						
MO.	DAY	YR.	MO.	DAY	YR.	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>NAME AND TITLE OF IMMEDIATE SUPERVISOR</b>				<b>NUMBER/TITLE(S) OF EMPLOYEES YOU SUPERVISED</b>				

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MO.	DAY	YR.	MO.	DAY	YR.	<input type="checkbox"/> YES <input type="checkbox"/> NO		
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<b>FROM:</b>		<b>TO:</b>						
MO.	DAY	YR.	MO.	DAY	YR.	<input type="checkbox"/> YES <input type="checkbox"/> NO		
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MO.	DAY	YR.	MO.	DAY	YR.	<input type="checkbox"/> YES <input type="checkbox"/> NO		
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MO.	DAY	YR.	MO.	DAY	YR.	<input type="checkbox"/> YES <input type="checkbox"/> NO		
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