

APPLICATION FOR EMPLOYMENT

Position: Deputy Chief

Ridge Road Fire District

INSTRUCTIONS: Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this form. **PLEASE PRINT OR TYPE**, except for the signature on the last page of the application. All information you give on this application will be held in strict confidence. **NOTE: Application will be rejected if not complete and signed. Resume may be attached, but cannot be substituted for completing the full application.**

PERSONAL DATA

Name (Last, First, Initial)	DOB:	SSN:
Street Address:	City:	State:
Mailing Address (if different)	City:	State:
Driver's License No. and State	Home:	Day Phone:
Email Address:		
Have you ever been convicted of a misdemeanor or felony crime? If yes, please explain date, charge, place, and action taken (Use a separate sheet of paper if necessary)		

EDUCATION

School Name	Number of yrs	Graduate?	Course of Study & Degree
High School			
College or University			

CERTIFICATES AND REGISTRATIONS

List Licenses, Certificates, or Registrations	Where Issued	Issue Date	Expiration Date

REFERENCES

Give three references (excluding relatives)

Name	Occupation	Phone
Mailing Address	City	State
Email:		
Name	Occupation	Phone
Mailing Address	City	State
Email:		
Name	Occupation	Phone
Mailing Address	City	State
Email:		

EMPLOYMENT HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of times including military service and any periods of unemployment. If self-employed, give firm name and supply business references. If you worked in any position under another name, please give name (s). **Please indicate month and year of employment.**

Company Name: _____ Company Address: _____ Phone Number: _____ Email: _____		Employed (Month/Year) From: To:			
<table border="1"> <tr> <td>Okay to Contact? YES NO</td> <td rowspan="2">Reason for leaving:</td> </tr> <tr> <td>Your Position Title:</td> </tr> </table>		Okay to Contact? YES NO	Reason for leaving:	Your Position Title:	Monthly Salary:
Okay to Contact? YES NO	Reason for leaving:				
Your Position Title:					
Specific Duties:					
Immediate Supervisor:					

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Immediate Supervisor:		

SPECIAL SKILLS

If you have other skills obtained through hobbies, volunteer work, etc. relevant to the position, please describe:

SPECIAL EQUIPMENT

List machines/equipment you can operate which are necessary or useful

LANGUAGES

List any language other than English that you speak fluently.

PREFERENCES

Do you qualify for veterans' preference? (if yes, please attach copy of DD214)	YES	NO
Have you previously claimed veterans' preferences and been appointed to a position with a county, municipal government, or other political subdivision of the state?	YES	NO
Are you currently receiving veterans' retirement payments or other survivors' benefits?	YES	NO

I certify the information in this application and attachments are true and complete to the best of my knowledge. I am aware any falsification, misrepresentation, or omission may result in my disqualification for employment or discharge from employment. I authorize my present and previous employers to release information regarding my job performance. I also authorize the hiring agency to obtain information of any past criminal activities through a background investigation. I hereby waive my rights to claims or damages against any employer, police agency, and the hiring agency, its officers, agents, and employees, in regards to this exchange of information concerning my past history and employment.

Signature

Date

SUPPLEMENTAL QUESTIONS

Please include a brief, concise response to the following, in your own words, with each area titled and listed separately.

1. Describe the demographics of your current agency (size of service area, population served, number of personnel, annual call volume, budget, governing body, etc.)
2. Describe your administrative experience (budgeting, personnel management, labor relations, etc.)
3. Describe your involvement in professional and community associations/organizations and activities (including leadership roles)
4. Describe your philosophy regarding community involvement away from the job.
5. Describe your leadership style and philosophy (provide examples). How do you lead and motivate people?
6. Describe your experience working with other fire service providers to include Industrial firefighting and any experience with cooperative ventures/resource sharing.
7. Describe your experience working in an EMS delivery system; describe the level of service provided and your duties within that system.
8. Describe your experience working with volunteers and volunteer programs in a volunteer and/or combination career/volunteer department.
9. Describe your experience working in or with a labor group.
10. Describe your experience with written communication and oral communication. Include your experience in the delivery and management of training programs.
11. Provide a list of grants you have applied for or managed. Submit a copy of a grant narrative(s) or communications if possible.
12. Supply a list of career improvement opportunities you have taken advantage of over the past three (3) years.
13. List the four largest projects you have managed in the last five years.
14. List any innovations or ideas that you have developed to benefit your department or community.
15. List the level of participation you have had in a fire department budget process.

Application Packet-Deputy Chief
Ridge Road Fire District

Dear Applicant:

Thank you for your participation in the executive search for the Deputy Chief position with the Ridge Road Fire District in Greece, New York.

THE PROCESS:

The candidate must submit by the closing date and time of January 30, 2012 at 5:00 PM , a Personal Resume that demonstrates how you meet the specific requirements of the position, application, copies of diplomas/certificates for proof of job requirements as listed in the announcement (e.g. college degree(s), required training courses, driver's license, etc.), and the Supplemental Questions.

Telephone contacts will be made, if needed, during the week following the closing of the application process. It is important you provide work, home, cell and/or pager numbers we can use to reach you. Please include your email address. If for any reason you will be unavailable at the numbers listed on your application within of the first week of February, 2012, it is your responsibility to contact us to provide a number where you can be reached.

The first review of prospective candidates will be conducted from February 1 2012 through February 10, 2012. No more than six candidates will be interviewed.

The projected start date will be no later than March 30, 2012..

Return all required documents listed above to:

Ridge Road Fire District
Chief Harold Phillips
1299 Long Pond Road
Rochester, NY 14626

It is suggested you send the application packet via UPS or FedEx to ensure your application is received in a timely manner.

If you have questions, contact the Chief of the Department at 585-453-1201.

