

ABERDEEN FIRE DEPARTMENT
111 SE 2ND Ave.
ABERDEEN, SD 57401
(605) 626-7048



**ABERDEEN FIRE DEPARTMENT
AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION**

I, _____, do hereby authorize a review of and full disclosure and transmittal of all records concerning myself to any duly authorized agent of the City of Aberdeen Fire Department, whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records that pertain to my educational records, financial and credit records and institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings); employment and pre-employment records, including background reports, efficiency ratings, complaints, or grievances filed by or against me and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part; upon this release of information authorization will be considered in determining my suitability for employment by the City of Aberdeen Fire Department. I also certify that nay person(s) who may furnish information concerning me shall not be held accountable for giving this information, and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

SIGNATURE (include maiden name)

WITNESS

DATE

PERSONAL INFORMATION

Last Name	First Name	Middle Name
Street Address	Home Phone	Work Phone
City	State	Zip

Are you a U.S. Citizen? _____ Yes _____ No. If a naturalized U.S. Citizen, what is the Country of your birth? _____

What is your naturalization certificate number? _____

Social Security Number _____ Date of Birth _____

DRIVERS LICENSE INFORMATION

State _____ License Number _____ Class. _____ Exp. Date _____

REFERENCES

List three personal references. (Do not include relatives or former employers.)

Last Name _____	First _____	Middle _____
Address _____	City/St/Zip _____	
Occupation _____		
Home Phone _____	Work Phone _____	
Last Name _____	First _____	Middle _____
Address _____	City/St/Zip _____	
Occupation _____		
Home Phone _____	Work Phone _____	
Last Name _____	First _____	Middle _____
Address _____	City/St/Zip _____	
Occupation _____		
Home Phone _____	Work Phone _____	

If known, list three firefighters with whom you are acquainted.

Last Name _____	First _____	Middle _____
Address _____	City/St/Zip _____	
Home Phone _____	Work Phone _____	
Last Name _____	First _____	Middle _____
Address _____	City/St/Zip _____	
Home Phone _____	Work Phone _____	
Last Name _____	First _____	Middle _____
Address _____	City/St/Zip _____	
Home Phone _____	Work Phone _____	

EMPLOYMENT

Present Employer _____ Company Name _____
Street Address _____ City/St/Zip _____
Phone Number _____ Your position _____
Can your current employer be contacted prior to a job offer? _____ Yes _____ No

EMPLOYMENT HISTORY

1. Have you ever had your job terminated involuntarily? _____ Explain _____

When? _____ Employer _____
2. Have you ever been asked to resign? _____ Explain _____

When? _____ Employer _____
3. Have you ever quit a job without giving sufficient notice? _____ Explain _____

How many times? _____
When? _____ Employer _____
4. Have you ever received disciplinary action from an employer resulting in suspension,
demotion or loss of pay? _____ Explain _____

List below, earliest dates first, each and every place you have worked since the age of sixteen. Include periods of unemployment.

Name of Employer _____ Phone number _____
Street Address _____ City/St/Zip _____
Employed from _____ to _____ Immediate supervisor _____
Reason for leaving _____

Name of Employer _____ Phone number _____
Street Address _____ City/St/Zip _____
Employed from _____ to _____ Immediate supervisor _____
Reason for leaving _____

Name of Employer _____ Phone number _____
Street Address _____ City/St/Zip _____
Employed from _____ to _____ Immediate supervisor _____
Reason for leaving _____

Name of Employer _____ Phone number _____
Street Address _____ City/St/Zip _____
Employed from _____ to _____ Immediate supervisor _____
Reason for leaving _____

Name of Employer _____ Phone number _____
Street Address _____ City/St/Zip _____
Employed from _____ to _____ Immediate supervisor _____
Reason for leaving _____

MILITARY SERVICE

1. Have you ever been a member of a military organization of the United States? _____
Branch: _____
2. Have you ever served in a military organization of a foreign government? _____
Specify: _____
3. Have you ever applied for the military, but not been selected for service? _____
Reason: _____
4. While in the military, have you ever been court martialled, tried or charged, or the subject of any disciplinary action? _____ Specify: _____

DRINKING HABITS

1. Do you consider yourself a light, moderate or heavy drinker? _____
2. How much do you consume in an average week? _____
3. How many times have you been intoxicated in the last twelve months? _____
 - a. When were you last intoxicated? _____
 - b. How many times have you driven while intoxicated in the last twelve months? _____
4. Has your drinking resulted in any problems for you? _____
 - A. Missing work? _____ Yes _____ No
 - B. Arrests? _____ Yes _____ No
 - C. Domestic Disturbances? _____ Yes _____ No
 - D. Other? _____ Yes _____ No

Explain _____

DRUG USE

Have you "EVER" used or tried any of the following illegal drugs or substances?

	Yes/No	Number of times in life	Last Time (Month/Year)
a. Marijuana	_____	_____	_____
b. Hashish	_____	_____	_____
c. Speed	_____	_____	_____
d. Heroin	_____	_____	_____
e. LSD	_____	_____	_____
f. Cocaine	_____	_____	_____
g. PCP	_____	_____	_____
h. Other (specify)	_____	_____	_____

TASK RESPONSIBILITIES

1. The position of Firefighter requires the physical ability to save lives and property using various types of methods and equipment. Can you perform this job-related task? _____
Explain _____

2. The position of Firefighter requires the ability to receive and send verbal communications. Can you perform this job-related task? _____ Explain _____

3. The position of Firefighter requires the physical ability to protect the public, other firefighters and yourself. Can you perform this job-related task? _____ Explain _____

4. The position of Firefighter requires the ability to safely drive fire apparatuses and ambulances to emergencies. Can you perform this job-related task? _____
Explain _____

5. The position of Firefighter requires the ability to complete several reports. Can you perform this job-related task? _____ Explain _____

6. The position of Firefighter requires the ability to work in stressful situations. Can you perform this job-related task? _____ Explain _____

7. The position of Firefighter requires the ability to make sound decisions and provide physical assistance in emergency situations. Can you perform this job-related task? _____
Explain _____

8. The position of Firefighter requires the physical stamina of standing, bending, stooping, sitting and lifting. Can you perform this job-related task? _____
Explain _____

9. The position of Firefighter requires the ability to work under unfamiliar and unpleasant conditions. Can you perform this job-related task? _____ Explain _____

10. The position of Firefighter requires the ability to use various life and property saving equipment. Can you perform this job-related task? _____ Explain _____

LITIGATION

1. Have you ever been charged with any non-traffic criminal violations? _____
Date Charge Investigating Agency Disposition

2. Have you ever been charged with any traffic law violations? _____
Date Charge Investigating Agency Disposition

3. Have you ever been named as a defendant in any civil action? _____
Date Type of Action Cnty/ST of Record Disposition

4. Have you ever been named as a respondent or petitioner in any court order? _____
Date Type of Action Cnty/ST of Record Disposition

5. Since adulthood, have you committed any unlawful sexual act? (i.e. Prostitution, Sexual Contact with Minor, Exhibitionist or Obscene Phone Calls) _____
Explain _____

6. List below any and all cash and/or items valued over \$10.00 that you have stolen. This includes any money or item that you took without permission or authorization from an individual, employment, business, store, military, etc. Include the item, quantity taken, when taken, approximate value, and from whom if known. _____

7. Have you ever committed any crime that was not reported or discovered? _____
Explain _____

I CERTIFY THAT ALL OF THE STATEMENTS BY ME IN THIS APPLICATION ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH. I UNDERSTAND THAT ANY FALSE INFORMATION OR OMISSION OF INFORMATION FROM THIS APPLICATION MAY BE CAUSE FOR REJECTION OR DISMASSAL IF EMPLOYED.

SIGNATURE

DATE

WRITTEN INTERVIEW QUESTIONS

Following are a few questions to be answered by you in writing in your own words:

1. **Why do you want to be a firefighter?**

2. **Have you discussed with your family, the various aspects of becoming a firefighter?**

If yes, what are your family's feelings?

3. **What do you feel would be the most important duty or responsibility of a firefighter?**

4. **Do you have any reservations about becoming a firefighter?**

If yes, elaborate:

5. **What knowledge or skills do you feel you have to become a successful firefighter?**

6. **How do you accept supervision/directives?**

7. **Do you feel you are capable of making quick, accurate decisions in emergency situations? Explain:**

Written Interview Questions – cont.

8. **Have you ever worked a 24-hour shift? What are your feelings? What are your family's feelings?**

9. **The Aberdeen Fire Department has an on-call policy. Do you have any reservations/concerns of being on-call?**

10. **Are you aware of the demands placed on a firefighter in some situations? How do you feel you will perform as a result of these demands?**

11. **What do you feel has been your greatest achievement or accomplishment on or off the job in the last three (3) years?**

12. **Rate yourself on 1-10 (10 being the highest) on the following:**

Job Attitude _____ Stability/Drive _____

Ability to get along with co-workers/public _____

13. **Why do you feel that you would be a good firefighter?**

14. **What are your long-range goals?**