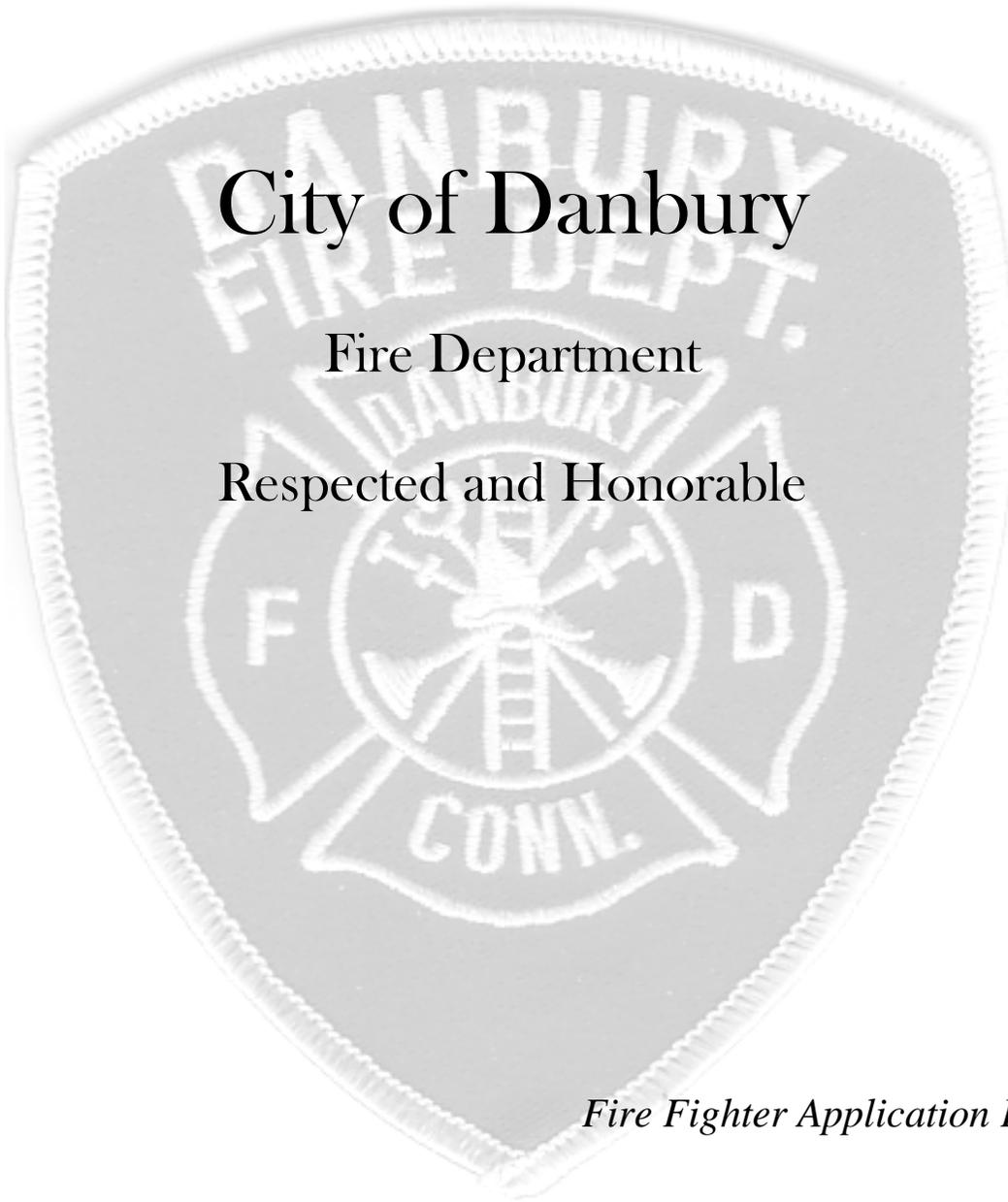




“Do YOU have what it takes?”

COURAGE, TRAINING, TEAMWORK



City of Danbury

Fire Department

Respected and Honorable

Fire Fighter Application Packet

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COURAGE, TRAINING, TEAMWORK

Do YOU have what it takes?

CITY OF DANBURY FIRE FIGHTER

(Salary: 52,081 /year as of January 1, 2010 per Union Contract)

Danbury Fire Fighters are responsible for fire suppression functions in protecting life, property and the environment. Applicants must pass a battery of tests including written, oral, psychological and physical examinations, interviews and an extensive background investigation. The City of Danbury encourages qualified women and minorities to apply.

Requirements:

- High School Diploma or Equivalent and a valid driver's license.
- Current CPAT (Candidate Physical Agility Test), which is defined as a CPAT with an issue date of no more than one year prior to the application closing date. Additionally, candidates are responsible for maintaining a current CPAT throughout the life of an eligibility list which means a CPAT with an issue date of no more than one year prior to a potential interview date.
- Current Connecticut or National Registry EMT certification required.
- Tobacco free and at least 18 years of age.
- U.S. Citizenship or have manifested the intention of becoming a U.S. citizen.
- 20/50 vision in each eye, correctable to 20/20 in each eye and normal hearing without use of any hearing aid or other device

How to Apply:

Application packets are available for qualified candidates at the Human Resources/Civil Service Department, Danbury City Hall 155 Deer Hill Ave Danbury, CT 06810 or www.ci.danbury.ct.us. A \$50 application fee and **4 copies (including the original) of the entire completed application and required attachments** must be submitted no later than **WEDNESDAY JUNE 23, 2010; 6:00 P.M.** Applications received after this date and/or incomplete applications will not be accepted.

To learn more about what it takes to become a prestigious Danbury Fire Fighter:

Join us at our Voluntary Orientation Session

Monday June 7, 2010 at 7:00pm
Danbury City Hall, City Council Chambers, Third Floor.

Contact Human Resources at 203-797-4598 to reserve your attendance at the orientation

**Application fee waiver: A filing fee is not charged if you are receiving public assistance from the State of Connecticut, or if a candidate's income falls below the federal poverty levels. A written request for a waiver must be made to the Civil Service Commission, 155 Deer Hill Avenue, Danbury, CT 06810. To have the fee waived, you must submit either a copy of your current benefit card (State of Connecticut Department of Social Services identification card) or your W-2 Statement of Earnings for the year. You must indicate your Social Security Number and/or Examination Number (if applicable) on the front of the benefit card copy or on the copy of your W-2 Statement of Earnings.*

The City of Danbury is an Equal Opportunity Employer



CITY OF DANBURY

FIRE DEPARTMENT

19 NEW STREET

DANBURY, CONNECTICUT 06810

Geoffrey R. Herald
Fire Chief

Phone 203-796-1550
Fax 203-796-1533

Dear Applicant,

Congratulations on taking the first steps toward a career in the fire service of the City of Danbury. You have begun the process that may lead you to a rewarding and fulfilling career. As you begin, please be certain to thoroughly read everything in this packet and follow all of the instruction carefully.

The mission of the Danbury Fire Department is to “Protect the life, property and environment of all citizens in the most efficient and safe manner possible”. This mission is accomplished through emergency management, training and education. Members participate in all aspects of these activities including public education, fire safety presentations, fire suppression, rescue and response to other emergencies.

We are seeking individuals who wish to contribute positively to the quality of life here in Danbury. As Chief, I wish you the best as you pursue a career in the fire department. If you are successful, your efforts will result in a rich and rewarding career in public service.

Sincerely,

Geoffrey R. Herald
Fire Chief

The City of Danbury is an Equal Opportunity Employer



Courage, Training, Teamwork

Do YOU Have What It Takes?

Danbury Fire Department

The City of Danbury is announcing this outstanding opportunity to become a respected and honorable City of Danbury Fire Fighter. If you share our same work ethic, values, dedication and enthusiasm, we would like to hear from you...

Please read this entire important announcement carefully.

The City of Danbury will not discriminate against any candidate on the basis of sex, race, color, sexual orientation, genetic information, marital status, pregnancy, childbirth or related conditions, national origin, ancestry, age, veteran status, or disability, except where it is a bona fide occupational qualification. We encourage African Americans, women, Hispanics, and other minorities, all who meet the minimum qualifications to apply.

The following information is a general description of the recruitment and hiring process. Please note that any and/or all of the components of this process may be changed by the City of Danbury with or without notice. Additionally, the City of Danbury reserves the right to modify the order sequence of testing as may be appropriate.

1. Important Dates:

Monday June 7, 2010, 7:00pm: Voluntary Orientation Session: at the Danbury City Hall City Council Chambers on the third floor. The recruitment process will be discussed. Please contact Human Resources at 203-797-4598 to reserve your space.

Wednesday June 23, 2010 no later than 6:00 pm: Application Deadline.

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August 3 & 4, 2010: The Written Examination at Danbury High School. Only those candidates whose application is accepted by Civil Service will be invited to this test. All candidates will be notified of the Civil Service Commission's decision prior to the administration of Written Examination.

August 24 – 26, 2010 by appointment: The Oral Examination at Danbury City Hall. Only those candidates who pass the Written Examination will be invited to the oral exam.

2. Requirements for the Entry Level Fire Fighter Position:

- High School Diploma or Equivalent.
- Valid driver's license.
- Current CPAT (Candidate Physical Agility Test), which is defined as a CPAT with an issue date of no more than one year prior to the application closing date. Additionally, candidates are responsible for maintaining a current CPAT throughout the life of an eligibility list which means a CPAT with an issue date of no more than one year prior to a potential interview date.
- Current Connecticut or National Registry EMT certification required.
- Tobacco free.
- At least 18 years of age.
- U.S. Citizenship or have manifested the intention of becoming a U.S. citizen
- 20/50 vision in each eye, correctable to 20/20 in each eye
- Normal hearing without use of any hearing aid or other device

3. Application Process:

- A. To apply, please obtain and complete a Fire Fighter Application Packet. Application Packets are available on the City of Danbury website (www.ci.danbury.ct.us); in the Human Resources Department at Danbury City Hall 155 Deer Hill Ave. Danbury, CT 06810; or at the Danbury Fire Department, 19 New Street Danbury CT 06810.

Please complete the application in its entirety. Resumes may only be used in conjunction with a completed application. Omissions, false, misleading or inaccurate information may result in a rejection of the application.

All applications must include the following:

- An original completed application with required attachments plus 3 copies of the application and required attachments for a total of **4 complete copies**.

- A copy of a valid CPAT
- A copy of a Connecticut or National Registry EMT License
- The signed “Authorization to Release Information”
- A non-refundable fee of \$50.00 (If mailing the application, please do not send cash) **
- A copy of a valid driver’s license if claiming residency points (please see the Application Credit Information section below for further information).
- A copy of your DD-214 if claiming Veteran’s Points (please see the Application Credit Information section below for further information).
- A copy of your Fire Fighter 1 or Fire Fighter 2 certification if claiming such points (please see the Application Credit Information section below for further information).

***Application Fee waiver: A filing fee is not charged if you are receiving public assistance from the State of Connecticut, or if a candidate’s income falls below the federal poverty levels. A written request for a waiver must be made to the Civil Service Commission, 155 Deer Hill Avenue, Danbury, CT, 06810. To have the fee waived, you must submit either a copy of your current benefit card (State of Connecticut Department of Social Services identification card) or your W-2 Statement of Earnings for the year. You must indicate your Social Security Number and/or Examination Number (if applicable) on the front of the benefit card copy or on the copy of your W-2 Statement of Earnings.*

Please note that incomplete applications will not be accepted.

Submit the completed application with all appropriate attachments and copies to the Human Resources Department. Applications can be mailed or delivered in-person. Applications post-marked or delivered after **Wednesday June 23, 2010, 6:00 pm** will not be accepted.

It is recommended that applicants do not wait until the last day to file your application. Completed applications should be filed as soon as possible after publication of the announcement for examination.

Please contact the Human Resources/Civil Service Department at (203) 797-4598 if you need assistance in completing the application or if you have any general questions.

B. Application Credit Information

- Disabled and non-disabled veterans who are eligible for additional credits may have ten (10) or five (5) points respectively added to their earned scores if successful in examination. Veteran's credits must be claimed at the time of filing the application by providing a copy of the DD 214 separation papers. If the DD-214 is not provided by the application deadline, then any claims for Veteran's points will be disallowed. This procedure is waived for any candidate who is already an employee of the City of Danbury and has already put his/her separation papers on file.
- Residency Credits: The City of Danbury does not require that Fire Fighter candidates be a resident of the City of Danbury. However, residents of Danbury will have three (3) points respectively added to their earned scores if successful in examination. Residency points must be claimed at the time of filing the application by providing a copy of a current driver's license indicating a Danbury residence. If proof of residency is not provided by the application deadline, then any claims for residency credits will be disallowed.
- Firefighter Certification Credits: Certified firefighters will receive credits as follows: one (1) point for being a Firefighter 1; OR two (2) points for being a Firefighter 2, for no more than a total of two (2) points. Firefighter Certification Credits must be claimed at the time of filing the application by providing a copy of the documentation that shows he/she is a Firefighter 1 or Firefighter 2. If certification is not provided by the application deadline, then any claims for Firefighter Certification credits will be disallowed.

Please note that the above listed Credits are awarded only to a passing score on the written and oral exams.

C. Application Review

The Civil Service Commission is responsible for reviewing the applications to determine if they are complete and meet the minimum requirements for the position. The Commission will review all the applications for the Entry Level Fire Fighter position during their monthly meeting following the June 23, 2010 closing date of the position.

If an application is accepted by the Civil Service Commission, then the applicant will be notified in writing and will be informed of the next step in the process. If the Commission does not accept an application, the candidate will also be notified in writing.

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4. Testing

Once an application is accepted by the Civil Service Commission, the applicant will be notified of the next steps in the testing process. Each test named below is listed in the order in which they occur. Each test must be passed in order to continue to the next level of the selection process. If any one of the tests listed below is not passed, the candidate will be immediately eliminated from consideration for this hiring process.

If special arrangements for testing are required, please inform the Human Resources Department in writing upon submission of your application.

The Written Examination (60% of the final score)

August 3 & 4, 2010; Danbury High School, Danbury CT

This written test includes multiple choice questions that may include subject matters such as: observation and recall, cognitive abilities, personal maturity, integrity, technical skills, and written and oral communication

The Oral Examination (40% of the final score)

August 24 – 26, 2010 by appointment at Danbury City Hall

The oral exam consists of a panel of experts who will present questions to candidates that will evaluate cognitive reasoning, personal judgment, and communication skills.

(Unless otherwise notified, candidates are not permitted to bring and/or use calculators, electronic devices, books or other reference materials during the examinations)

A passing average score on these tests will place a candidate on The Entry Level Fire Fighter Eligibility List. The rank on this list is established according to the averaged score on the written and oral exams according to the percentages as indicated above plus any additional applicable points awarded as defined in section 3B. The resulting list is then certified by the Commission and will be used to fill vacancies as they occur in the City's Fire Department, as per Civil Service Rules. If the list is not exhausted, it remains in effect for one year. However, the Commission can decide to extend a list for one additional year.

Participation in the testing and recruitment process and/or placement on an eligibility list does not guarantee a continuance in the remainder of the hiring process nor does it imply or constitute an offer of employment.

5. Additional Testing Requirements

Once the eligibility list is certified, depending on the number of vacancies, the six or more candidates with the highest rank on the list will be interviewed by a panel of City Officials including the Fire Chief. As future positions become available, candidates are interviewed from this list based on their ranking for as long as the list is active.

Those candidates selected through the panel interview will continue in the selection process by participating in the following examinations. Once again, each test must be passed in order to continue to the next level of the testing process. If any one of the tests below is not passed, the candidate will be immediately eliminated from consideration for this hiring process and subsequently removed from the eligibility list.

Psychological Examination

The candidate will complete a number of written psychological tests administered by a licensed Psychologist. This Psychologist will then conduct an interview which will assist in the scoring and interpretation of the entire evaluation.

Background Investigation

A thorough and complete background investigation will be conducted. At times, the background investigation may occur simultaneously with other exams listed in this section.

The investigation will include, but is not limited to, the following inquiries: Criminal History, Employment History, Driving record, Educational History, Credit History, Military History, Character References, etc.

Medical Testing/Drug Screening

Candidates who successfully complete the above testing will then be sent for a Health Physical and Drug Screen. The full physical exam will include but is not limited to: Hearing Exam, Vision Exam, EKG, Work Simulation, Blood Work, Drug Screen Urinalysis, etc.

Applicants must meet the physical and medical requirements of the above tests and must possess:

- Vision: Each applicant's vision shall be at least 20/50 in each eye, correctable to 20/20 in each eye.
- Hearing: Each applicant shall have normal hearing without the use of any hearing aid or other device.

6. Appointment to the position of Entry Level Fire Fighter

Once a candidate has successfully completed all of the above conditions, a final offer of employment will be made. The candidate will be scheduled for a City of Danbury New Hire orientation and will be scheduled to begin the Connecticut Fire Academy.

- a. The basic training program at the Connecticut Fire Academy is currently 15 weeks long. Recruit Fire Fighters reside at the Academy from 8 a.m. on Monday to 5 p.m. Friday each week.
- b. All appointments to the Danbury Fire Department shall be for a probationary period of one (1) year. During this time, the probationary firefighter shall successfully complete all training and assignments and pass quarterly supervisory evaluations. Failure to complete the academy and/or this probationary period may subject the Firefighter to discipline, up to and including termination.
- c. The testing and appointment process is conducted under the auspices of the Civil Service Commission of the City of Danbury. The Civil Service Commission shall avail itself of professional testing services for the written and oral portions of the examination.

FIREFIGHTER JOB DESCRIPTION CITY OF DANBURY

GENERAL DESCRIPTION OF DUTIES:

The position of Firefighter for the City of Danbury is one of extraordinary difficulty and responsibility. Firefighters carry out the fire suppression functions of the department in protecting life, property and the environment and routinely work in hazardous and marginal conditions. Firefighters drive and operate pumps, engines, aerial apparatus, ambulances, and other firefighting equipment. Firefighters also assist in maintaining equipment, stations, and apparatus. Work is performed under the direction of fire company officers and incident commanders.

DUTIES AND RESPONSIBILITIES:

- Responds to fire alarms
- Enters burning structures and removes victims and extinguishes fires
- Drives various types of fire apparatus and other vehicles
- Lays hose lines, places ladders, lighting equipment, power cords and various tools
- Connects hose lines and directs hose streams
- Operates pumps
- Operates aerial truck
- Ventilates buildings
- Performs rescues including but not limited to low angle, high angle, structural collapse, vehicle extrications, confined space, elevator, trench and water rescue
- Performs salvage and overhaul operations
- Attends fire drills and training programs
- Helps in keeping apparatus and equipment in order and in working condition
- Helps in keeping station and quarters clean and orderly
- Performs EMS duties and drives ambulance when necessary. EMS duties include but are not limited to first aid to patients, administering oxygen, performing CPR, AED and assists patients to and from ambulance
- Once certified, performs duties of dispatcher which include dispatching and directing equipment to emergencies, obtaining and communicating emergency requests, operates telephone, Computer Aided Dispatch/computer system, two-way radio and telephone parking system. Dispatches and communicates with volunteer units
- Performs related work as required by the Rules and Regulations of the Fire Department

KNOWLEDGE/ABILITIES/SKILLS:

Good social skills and general intelligence; ability to follow written and oral instructions; good oral & written communication skills; ability to learn and deliver fire prevention and firefighting public relations programs; ability to think quickly and effectively in emergencies; agile with sufficient physical strength and freedom from disabling conditions to perform firefighting duties under adverse and hazardous conditions.

The City of Danbury is an Equal Opportunity Employer

Fire Fighter Job Description – Continued

MINIMUM QUALIFICATIONS FOR APPLICANTS

- High School Diploma or Equivalent.
- Valid driver's license.
- Current CPAT (Connecticut Physical Agility Test), which is defined as a CPAT with an issue date of no more than one year prior to the application closing date. Additionally, candidates are responsible for maintaining a current CPAT throughout the life of an eligibility list which means a CPAT with an issue date of no more than one year prior to a potential interview date.
- Current Connecticut or National Registry EMT certification required.
- Tobacco free.
- At least 18 years of age.
- U.S. Citizenship or have manifested the intention of becoming a U.S. citizen
- 20/50 vision in each eye, correctable to 20/20 in each eye
- Normal hearing without use of any hearing aid or other device

MINIMUM QUALIFICATIONS FOR CONTINUED EMPLOYMENT:

- Completion of the CT Fire Academy residential training recruit program upon first attempt.
- Within 2 years from date of hire, successful completion of the State of Connecticut certified Telecommunication Course and any other course(s) as required by the State of Connecticut or the Danbury Fire Department to be a certified dispatcher.
- Maintenance of driver qualifications as determined by the Fire Chief

City of Danbury
Human Resources/Civil Service Application for Employment Instructions

1. Be sure that you have obtained a copy of the Position Announcement before completing the application. The announcement includes important information such as: minimum requirements for the position, the closing date for submitting applications to the Human Resources/Civil Service Department, application fee (if applicable), and any other job related information.
2. Applicants must complete an official "City of Danbury Employment Application". Position announcements and applications are available on the **City's Website (www.danbury.ct.gov)** or in the Human Resources/Civil Service Department located at City Hall.
3. Applications will be date and time stamped by the Human Resources/Civil Service Department. Late or incomplete applications may not be considered. Resumes may be included as a supplement to the application but cannot be substituted for a complete application. Type or print all information. Give complete and accurate information about your training and experience as it relates to the requirements of the position.
4. The Human Resources/Civil Service Department does not formally acknowledge receipt of applications. Once eligibility has been determined by the Civil Service Commission, all applicants will receive appropriate notice.
5. Please keep in mind that the application is a critical component of the Civil Service Examination process. The application must be fully completed and signed and should contain all of the necessary information indicating that an applicant meets the minimum qualifications as stated in the announcement and job description.
6. An application fee may be charged for each application. Please refer to the job announcement for the specific application fee. The required fee, either a check, cash or money order must be submitted with the completed application. Checks or money orders should be made payable to the City of Danbury. Indicate the position for which you are applying for on the check or money order. Do not mail cash or a personal check. Since no refunds will be made, applicants are encouraged to compare their qualifications carefully with the requirements of the position and apply only if qualified.
7. **Application Fee Waiver:** A filing fee is not charged if you are receiving public assistance from the State of Connecticut, or if a candidate's income falls below the federal poverty levels. A written request for a waiver that includes either a copy of a current benefit card (State of CT Department of Social Services identification card or a W-2 statement of Earnings for the year must be submitted to the Civil Service Commission at the address listed below). An applicant's Social Security number must be noted on the front of the benefit card or on the copy of the W-2 Statement of Earnings.
8. All applications and application fee should be delivered in person or mailed to:
Human Resources/Civil Service Department, Danbury City Hall
155 Deer Hill Avenue; Danbury, CT 06810

The City of Danbury is an Equal Opportunity Employer

ALL OF THE FORMS
ON THE
FOLLOWING PAGES
SHOULD BE DETACHED
FROM THIS
INFORMATIONAL PACKAGE
FOR COMPLETION
AND SUBMISSION

Remember: Closing date for all applications is
Wednesday June 23, 2010



City of Danbury

Human Resources/Civil Service

Application for Employment

The City of Danbury considers all applicants for position without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or a ny other similarly protected status. We also comply with applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria. This form must be completed fully and signed for further consider.

This form must be completed fully and signed for further consideration.

Resumes may be included but may not be substituted.

GENERAL INFORMATION:

Name _____ Date of Application _____
First Middle Initial Last

Address _____
Street Apt/Unit City State Zip

Home Phone _____ Cell Phone _____ EmailAddress _____

Phone # where you can be reached between 9:00am and 4:30pm _____

Position for which you are applying: _____ Salary Expectation _____

How did you hear about this opportunity? City Website Job fair (list job fair _____)
 Newspaper ad (list newspaper _____) Internet Ad (list website _____)
 Other: _____

Which Job Status would you consider? Full Time Part Time Temporary Seasonal

Which Shift would you consider? Days Evenings Nights Variable

Date available for work? _____

Are you currently authorized to work in the U.S.? Yes No

(Note: 1986 Immigration Reform & Control Act requires verification of identity and employment eligibility at the time of hire)

Have you filed an application for any other positions for the City of Danbury? If yes, please list positions _____ Yes No

Were you, at any time, previously employed by the City of Danbury? If yes, indicate position held and department _____ Yes No

Are you 18 years of age or older? (A work permit is required if you are under age 18) Yes No

For Police Applicants only: Are you a US Citizen? Yes No

Have you ever been convicted of any of fense other than a minor traffic violation or juvenile offenses? If yes, give details and dates of convictions. Yes No

(Note: Conviction is not necessarily disqualifying. The City of Danbury will consider the nature of the crime and its relationship to the job being applied for, information concerning rehabilitation and the amount of time elapsed since the conviction or release from custody)

An applicant is not required to disclose the existence of any arrest, criminal charge or conviction which has been erased under Connecticut Law. The criminal records subject to erasure under CT law are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nulled, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon; and any person whose criminal record has been erased under CT law shall be deemed to have never been arrested within the meaning of the CT General Statutes with respect to the proceedings so erased and may so swear under oath.

VETERAN AND MILITARY INFORMATION

Are you a Veteran of the US Armed Forces? Yes No
If yes, indicate service branch, Date Discharged, Type of Discharge and

Final Rank _____

Do you claim 5 points preference based on active duty in the US Armed Forces? (Attach copy of DD214) Yes No

Do you claim 10 points veteran's disability preference? (Attach copy of DD214 and supporting documentation) Yes No

SKILLS AND QUALIFICATIONS

Do you have other training, special programs, or armed forces training relating to the job for which you are applying? If yes, please indicate: Yes No

Training Name	Location	Dates	Attended	Subject
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Are you fluent in a language other than English? Yes No

If yes, indicate language(s) _____

Computer Software Knowledge

Please indicate your skill level for each program by using the following key:

B=Basic; I=Intermediate; A=Advanced

Word Excel Power Point Microsoft Access Data Entry Email

EDUCATION

Education Level	Name of School	Course of Study	# of Yrs Completed	Did You Graduate Y/N	Specify Degree, Diploma, GED, Certificate
High School					
College					
College					
Graduate School					
Trade or Business School					
Trade or Business School					

LICENSES AND/OR CERTIFICATIONS

Do you have a current Driver 's License? Yes No

If yes, issuing state _____ License number _____

Do you have a current Commercial Driver 's License? Yes No

If yes, issuing state _____ License number _____

Do you have any professional licenses or certifications? Yes No

If yes, indicate:

License/Cert type	State	Exp Date	License/Cert Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT HISTORY

List below all present and past employment. Begin with your most recent employment and work backwards consecutively. Applicants may be required to furnish satisfactory proof of employment history claimed. Resumes may be included only with a completed application. Please attach additional sheets, if necessary.

1. Name of Employer _____
Address of Employer _____
Title: _____ Dates: From _____ to _____
Month/Year Month/Y ear
Name of Supervisor _____ Supervisor's Phone _____
Salary: _____ Job Responsibilities _____
Reason for leaving: _____
May we contact for a reference? Yes No
If no, please indicate reason _____

2. Name of Employer _____
Address of Employer _____
Title: _____ Dates: From _____ to _____
Month/Year Month/Y ear
Name of Supervisor _____ Supervisor's Phone _____
Salary: _____ Job Responsibilities _____
Reason for leaving: _____
May we contact for a reference? Yes No
If no, please indicate reason _____

3. Name of Employer _____
Address of Employer _____
Title: _____ Dates: From _____ to _____
Month/Year Month/Y ear
Name of Supervisor _____ Supervisor's Phone _____
Salary: _____ Job Responsibilities _____
Reason for leaving: _____
May we contact for a reference? Yes No
If no, please indicate reason _____

APPLICANT STATEMENT (Read Carefully)

I certify that all statements made on or in connection with this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, any representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City of Danbury. Should I be employed by the City of Danbury, in consideration of my employment, I agree to conform to the rules and policies of the City, as they may be implemented or revised over time. Identification and verification of eligibility to work in the US must be satisfied for employment.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I understand that this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.

If I am hired, I understand that I am free to resign at any time, with or without prior notice, and the City of Danbury reserves the right to terminate my employment at anytime, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite durations. I understand that no supervisor or representative of the City of Danbury is authorized to make any assurance to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless such agreements are in writing and signed by the appropriate authorized representative of the City of Danbury.

I certify that I have read and accept all terms of the foregoing Applicant Statement.

Applicant's Signature: _____ Date: _____

FOR HUMAN RESOURCES /CIVIL SERVICE USE ONLY

City of Danbury

APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

Please Read Carefully

In consideration for employment or promotion within the City of Danbury, on our behalf, Employers Reference Source may make inquiries, including but not limited to, education, professional licensing, criminal history, driving history, your personal character, abilities, work habits, mode of living, residency, immigration status, general reputation, performance, experience and other qualities pertinent to your qualifications for employment, including reasons for termination from your past employment. Such a report may be an "investigative consumer report." Upon request, the City of Danbury will inform you whether or not a consumer report was requested.

If an investigative consumer report is procured, you have a right to request disclosure of the nature and scope of the report. In the event that information from the report(s) is utilized in whole or in part in making an adverse decision with regard to your employment, we will provide a copy of the report(s) we receive and a description of your rights under the Fair Credit Reporting Act. (Please Note: "The Fair Credit Reporting Act refers to the name of the specific law. This reference does not indicate that the City of Danbury will necessarily perform a consumer credit check).

By your signature below, you acknowledge that you understand the foregoing notice. You consent to and hereby authorize us to obtain these reports about you in order to consider you for employment, for promotion, or at any time during your employment.

A copy of this completed notice will be provided upon request.

Your signature allows a photocopy or fax copy of this authorization to be as valid as the original. This release is valid for one year from the date of your signature below.

Print Full Name: _____

Have you used any other name? Y N If yes, what name did you use? _____

*Social Security #: _____ *Date of Birth: _____

*Driver's License #: _____ State Issued: _____

High School: _____ *Year of Graduation: _____

College: _____ *Year of Graduation: _____

Applicant Signature: _____ Date: _____

*This information is being requested only for purposes of identification in obtaining accurate retrieval of records and it will not be used for any other purpose.

The City of Danbury is an Equal Opportunity Employer

CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

EEO DATA SHEET

Important:

All Applicants: To enable the City to meet government reporting regulations, applicants are requested (but not required) to complete this personal data sheet. Information will be used solely for government reporting purposes. *It will not be used as selection criteria and will be treated as personal and confidential.* Your voluntary cooperation will be appreciated.

Date: _____

Name: _____

Address: _____

Position: _____

Male

Female

ETHNIC SELF-IDENTIFICATION

Please read the descriptions below. Mark one or more races to indicate what you consider yourself to be.

- American Indian or Alaskan Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian or Other Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Black or African-American (not of Hispanic origin) – A person having origins in any of the black racial groups of Africa.
- Hispanic – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White (not of Hispanic origin) – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

The City of Danbury is an Equal Opportunity Employer

Final Reminders for Submitting the Entry Level Fire Fighter Application

Have you thoroughly read the details of the Position Announcement, Job Description and Requirements?

Have you completed the employment application in its entirety?

Have you included a copy of your valid CPAT? (A CPAT with an issue date of no more than one year prior to the application closing date)

Have you included a copy of your current Connecticut or National Registry EMT?

If claiming Danbury residency points, have you attached a copy of your Driver's License indicating a Danbury address?

If claiming veteran's points, have you included a copy of your DD-214?

If claiming Certified Fire Fighter points, have you included a copy of your Fire Fighter 1 or Fire Fighter 2 Certificates?

Have you completed and attached the Applicant Authorization and Consent to Release Information?

Have you enclosed the \$50.00 application fee? (Please do not include cash if mailing the application)

Have you included **4 Copies (including the original)** of the entire application along with the required attachments?

Once all of the above is complete, please submit the entire package to:

The City of Danbury
Human Resources/Civil Service Department
155 Deer Hill Avenue
Danbury, CT 06810

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