



August 16, 2021

Dear Lateral Firefighter/Paramedic Applicant:

Attached please find the application packet for the position of Lateral Entry Firefighter/Paramedic. **Included in this packet, you will find the following documents:**

1. Lateral Entry Firefighter/Paramedic Recruitment Flier;
2. Lateral Entry Firefighter/Paramedic Recruitment Announcement;
3. City of Kettering Application for Employment;
4. Background and credit check releases;
5. Supplemental Questionnaire;
6. Equal Employment Opportunity Statistical Supplement.

To participate in this recruitment you **must** complete and submit the following documents to our office no later than **5:00 p.m., Tuesday, September, 7, 2021:**

1. Resume and Cover letter;
2. City of Kettering Application for Employment;
3. Original completed and signed releases for background and credit check;
4. Completed Supplemental Questionnaire;
5. Handwritten Essay submission;
6. EEO Statistical Supplement (optional).

Submit completed forms to: Human Resource Department
Kettering Government Center
3600 Shroyer Road
Kettering, OH 45429
Office hours: Monday – Friday, 8:00 a.m. to 5:00 p.m.
Via email: ketteringhumanresources@ketteringoh.org

Should you have any questions, feel free to contact me at (937) 296-2446 or by e-mail at amanda.harold@ketteringoh.org.

Attachments



KETTERING FIRE DEPARTMENT



Invites lateral applications for the position of Firefighter/Paramedic

Integrity • Professionalism • Unity • Honor

THE POSITION

Lateral Firefighter/Paramedics work under supervision in the extinguishment of fires, investigation and analysis of fires, enforcement of fire codes, and emergency medical service; perform fire suppression, emergency medical technician, paramedic, hazardous materials, technical rescue, dispatch, fire prevention, and station and equipment maintenance activities; and do related work as required.

The Kettering Fire Department is a full-service fire department. Members are expected to work as scheduled at assigned locations, maintain certification and proficiency in a range of skills, including, but not limited to, up-to-date fire suppression techniques, basic and advanced life support, technical rescue, hazardous materials, fire code enforcement/inspection, public education, hazardous materials and equipment care.

QUALIFICATIONS

At time of application, candidates must have–

1. a minimum of one year of experience as an Ohio Level II Firefighter in good standing and
2. be an Ohio certified Paramedic in good standing.

Age – Must be at least 18 years of age at time of appointment.

Physical Condition/Visual Acuity – Must be physically capable of performing all essential functions of a Firefighter/Paramedic. Applicants must be free of any disqualifying medical condition that results in not being able to perform the essential functions of the Firefighter/Paramedic position. Must pass a thorough medical examination and an assessment of physical capabilities consistent with National Fire Protection Association (NFPA) medical standards. Any final questions about a candidate's physical condition, capacity, etc. will be resolved prior to appointment based on a recommendation provided by a doctor selected by the City.

Ohio Operator's License – Within 60 days of appointment, appointee must obtain a valid State of Ohio Driver's License.

U.S. Citizen – Must be a United States citizen or have a valid permanent resident card at time of application.

SALARY AND BENEFITS

Salary range is \$68,702 per year to \$92,914 per year with entry rate dependent upon experience, training and education. Extensive fringe benefits include medical, vision and dental insurance, life insurance, attractive retirement plan under the Ohio Police and Fire Pension Fund, paid holidays, vacation, sick leave, etc.

EXAMINATION INFORMATION

The Civil Service examination process will consist of an oral scored panel interview. All applicants must submit a completed application packet on or before Tuesday, September 7, 2021 at 5 p.m.



Applications: will be accepted Monday – Friday between 8 a.m. and 5 p.m. through September 7, 2021. Obtain application packet from: Human Resource Department, Kettering Government Center, 3600 Shroyer Road, Kettering, OH 45429, Phone 937-296-2446, or download the required application packet from www.ketteringoh.org.

Materials may be mailed to out-of-town applicants; however, filing deadlines must be met for consideration.

SELECTION PROCESS

Applicants will be notified of their score and rank on the eligibility list as well as subsequent phases of processing, which will include:

- Background check (credit, police record, work and personal references, etc.)
- Personal interview
- Polygraph
- Psychological assessment
- Thorough medical examination and assessment of physical capabilities
- Successful completion of a one-year probationary period

NOTE: Any information of a criminal or illegal nature which surfaces during this process will be forwarded to the appropriate enforcement investigative agency for prosecution.

Inability to satisfactorily complete any phase of this process may cause for elimination from consideration. Failure to appear for any phase may also result in elimination.

MORE INFORMATION

Civil Service eligibility lists are generally used for a minimum of one year, with the potential of two separate six-month extensions. Unless otherwise specified, candidates not chosen during one recruitment are not necessarily excluded from further consideration and may participate in future recruitments.

Information or Questions

Please contact Human Resources at ketteringhumanresources@ketteringoh.org or 937-296-2446

The City of Kettering is an Equal Opportunity Employer



CITY OF KETTERING

DEPARTMENT OF HUMAN RESOURCES

Recruitment Announcement **FIREFIGHTER/PARAMEDIC** **(LATERAL ENTRY)**

Post Through Tuesday, September 7, 2021

GENERAL

The City of Kettering's Fire Department is recruiting candidates for upcoming openings for the position of Firefighter/Paramedic. Eligibility lists are certified for a period of 12 months with the possibility of two separate six-month extensions. This position performs fire suppression, emergency medical technician, paramedic, hazardous materials, technical rescue, dispatch, fire prevention, and station and equipment maintenance activities; and does related work as required.

DISTINGUISHING FEATURES OF THE POSITION:

The Kettering Fire Department is a full-service fire department. Members are expected to work as scheduled at assigned locations, maintain certification and proficiency in a range of skills, including up-to-date fire suppression techniques, basic and advanced life support, technical rescue, hazardous materials, fire code enforcement/inspection, public education, hazardous materials and equipment care.

Three levels within the Firefighter classification have been established. Advancement through these levels is based upon the satisfactory performance of duties at each level. As the Firefighter progresses through these levels, responsibilities are broadened.

At all levels, firefighting activities are often performed under hazardous conditions and require strenuous physical exertion. The critical physical task confronting firefighters requires performance for unpredictable work durations in extreme environmental conditions and under time constraints. A failure to effectively perform in such conditions may lead to loss of life, serious injury or extensive property damage. Specific duty assignments and training requirements are made throughout this class by the Fire Chief or his delegated representative in compliance with local and state requirements.

All personnel within the Firefighter class shall have and maintain Firefighter Level II and Paramedic certification from the State of Ohio. Within 30 days of appointment, must have or obtain certification in accordance with Greater Miami Valley EMS Council Standing Orders.

QUALIFICATIONS:

Candidates should have the ability to learn a variety of complex paramedic and firefighting duties, methods, and fire science information, including fire codes and the operation of firefighting apparatus as specified by management; understand and follow oral and written instructions; work cooperatively with other City employees and part-time firefighters and deal courteously with the general public; perform prolonged physical work under adverse conditions; work at heights and in confined spaces; demonstrate conscientiousness, good judgment and dependability in the performance of duties; demonstrate mechanical aptitude, skill and dexterity in the performance of duties; maintain a level of good health and excellent physical fitness to perform duties; perform the related duties of the position of Firefighter/Paramedic (fight fires, rescue victims, treat injured and ill patients, apply lifesaving techniques, transport patients); extend arms in a wide range of movements (reach stored equipment, don protective clothing, use tools and equipment); effectively manipulate hands, fingers and wrists or to duplicate the following by other means (grasping, holding, keyboarding, repetitive movements); visually define, recognize, evaluate and differentiate objects (seeing written information, messages, signs, warnings, safety hazards); effectively communicate verbally (talk on telephone, talk on radio in public, in person); receive audible messages and convey their meaning to others (listen on telephone, listen to radio, listen to directions); effectively apply logical/critical thought to a wide range of intellectual/practical problems

(reason, create, initiate); effectively read and comprehend written communication (read memos, technical manuals, instructions, labels); prepare, compose and communicate by using written vocabulary or by dictation (memos, instructions, reports, correspondence, directions); stand upright for prolonged periods of time without movement of body position (provide scene security, operate aerial ladder controls, hold fire hoses, hold IV bags); physically negotiate different types of terrain with proper mobility to control body direction (walk over curbs and obstacles, on gravel, over unimproved paths and roadways, on flat surfaces, tile, carpet); make rapid transitions from rest to near maximal exertion without warm-up periods; work in the presence of grotesque sights and smells associated with major trauma and burn victims; perpetuate the body in an accelerated manner on different types of terrain (run on grass, sand, gravel, over obstacles); exert enough force to elevate objects of varying weight and size (lifting equipment, tools, humans, protective equipment); exert enough force to move stationary objects toward or away from their former position (pull carts, equipment, push carts, machinery, pull levers, open and close nozzles); apply enough physical effort to lift the body's center of gravity to a higher or lower position (climb ladders, stairs, ropes, walls, equipment, towers, climb in and out of vehicles); lower the body's center of gravity in order to manipulate objects located at ground level (squat to treat patients or to access storage areas, bend to operate equipment); navigate under low overheads by moving along on hands and knees (crawl in confined spaces, under equipment, wreckage); maneuver a motorized vehicle in all types of traffic and weather conditions (drive to work sites, drive work related vehicles); maintain proper eye-hand coordination (directing fire streams, use medical equipment, operate heavy equipment); use olfactory senses to discern different types of odors (smell potentially hazardous chemicals, refuse, gases); wear a full-face air mask (Self-Contained Breathing Apparatus) for durations of air supply without removing mask (structural firefighting, hazardous materials operations); and wear personal protective equipment and use tools and equipment while performing physically demanding work in the following environments: 1) hot temperature (up to 400 degrees Fahrenheit), 2) adverse weather conditions, 3) high humidity, 4) toxic atmospheres, 5) chemical hazards, 6) infectious agents, 7) high noise, 8) poor visibility, 9) limited mobility, 10) at heights, 11) in enclosed or confined spaces, 12) wet, icy or muddy areas. Ideal candidates will have the knowledge of the street system and physical layout of the City of Kettering or the ability to acquire this knowledge rapidly.

ACCEPTABLE EXPERIENCE AND TRAINING:

A high school education or its equivalent is required with further education a plus. Must be physically capable of performing all firefighting assignments including an appropriate degree of agility and dexterity. Must have no communicable diseases or physical defects which interfere with firefighter/paramedic duties. In addition, there are minimum service requirements at each pay grade.

ADDITIONAL REQUIREMENTS:

Candidates must be at least 18 years of age and must be a United States citizen or have a valid permanent resident card at time of application for employment. Applicants must also hold a valid motor vehicle operator's license issued by the State of Ohio. **At time of application, candidates must have (1) a minimum of one year of experience as an Ohio Level II Firefighter in good standing and (2) be an Ohio certified Paramedic in good standing.** Final appointment requires the completion of an approved basic training program, completion of the prescribed on-board training program and the one-year probationary period. Appointed candidates will be required to complete annual recurrent training as a condition of continued employment and successful completion and maintenance of current state and department-mandated certification including, but not limited to, Hazardous Materials Operations.

COMPENSATION

The current pay for this position ranges from \$68,702/yr. up to \$92,914/yr. Entry rate is contingent upon the candidate's related experience, skills, knowledge, and abilities. Excellent Benefits.

TO APPLY

Candidates interested in this employment opportunity, should submit an **Application, Resume, Cover Letter, Essay and Questionnaire** which shall include a brief overview of relevant work experience and education, by **5:00 PM on Tuesday, September 7, 2021**, to: Director of Human Resources, Kettering Government Center, 3600 Shroyer Rd, Kettering, OH 45429-2799 or to: ketteringhumanresources@ketteringoh.org. Please visit www.ketteringoh.org for additional information.

EQUAL OPPORTUNITY EMPLOYER



CITY OF KETTERING

Application for Employment

POSITION: _____

Full-Time _____
Part-Time _____
Temporary _____

BASIC EMPLOYMENT DATA

A. GENERAL INFORMATION

Name: _____

Address: _____

City State Zip Code

Phone No. _____ Work Phone No. _____

Cell/Other _____ E-Mail Address _____

Social Security No. _____

Military Service? YES _____ NO _____ (If yes, indicate branch, inclusive dates of service and rank at discharge.)

Do you have a valid Ohio Driver's License? YES _____ NO _____ (If yes, indicate type of license.)

Operator's _____ Commercial Driver's License _____

State here any additional information required to answer the above questions adequately or that you feel would be helpful for pre-employment inquiry. _____

Are you related to any City employee? YES _____ NO _____ If so, who is the City employee or part-paid volunteer firefighter and what is the relationship? _____

Are you a minor (under 18) child or stepchild of a current City of Kettering employee or part-paid volunteer firefighter? YES _____ NO _____

If yes, name of employee or part-paid volunteer firefighter _____

B. EDUCATION AND TRAINING

Circle the highest school grade completed.

High School College
9 10 11 12 13 14 15 16 17 18 19 20

Degrees obtained or areas of study: _____

List any job-related schools attended or vocational training received: _____

C. PAST WORK EXPERIENCE
(List most recent first)

Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Attach additional sheet of paper if necessary to report experience adequately or if you wish to include volunteer work experience.					

D. REFERENCES
(Relatives are not acceptable references)

Name & Title	Occupation	Address	Phone
1.			
2.			
3.			
4.			

CERTIFICATION: I hereby certify that all the information I have provided on BOTH SIDES of this application form is true, complete and correct to the best of my knowledge and belief, and is made in good faith. I agree and understand that all statements made by me are subject to being investigated for verification. I further agree and understand that any omissions or misstatement of facts contained in this application may disqualify me for any employment or result in my removal from employment with the City of Kettering.

Signature of Applicant

Date

EQUAL OPPORTUNITY EMPLOYER

As an Equal Opportunity Employer, the City of Kettering is committed to give equal consideration to all applicants without regard to race, color, religion, gender, age, national origin, ethnic heritage, or disability.



BACKGROUND RELEASE FORM FOR PUBLIC SAFETY CANDIDATES

PLEASE PRINT CLEARLY

NAME: _____ EMAIL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SOCIAL SECURITY NUMBER: _____ PHONE #: _____

DATE OF BIRTH: _____

DRIVER'S LICENSE #: _____ STATE*: _____ EXP. DATE: _____

**Applicants with out-of-state driver's licenses must provide a copy of a current driving record prior to employment.*

TYPE OF LICENSE: ☐ OPERATOR'S ☐ COMMERCIAL (CDL)

I authorize the City of Kettering and any investigative or credit agency of its choice, to investigate my personal history, character and general reputation as it substantially relates to the duties and responsibilities of the position for which I am applying, which may include my driving, safety inspection, arrest, conviction, financial and credit record, verification of my education and employment history, a social media search, a fingerprint background check and a search of any public record available. These reports may be obtained at any time after receipt of my authorization and, if hired, throughout my employment with the City of Kettering.

I authorize any reference, school, former employer, military organization, police department, other person or agency to disclose to the City of Kettering or its agent, upon request, any information or records they may have about me, and I release them from all liability for disclosing such information to the City of Kettering.

I authorize the City of Kettering to obtain or cause to be prepared a consumer report or an investigative consumer report, which may include information as to my financial and credit history, character, general reputation, personal characteristics, or mode of living, in connection with my application for employment.

Applicant Signature

Date

Subscribed to and duly sworn before me according to law by the above-named applicant this _____ day of _____, 20____ at _____, County of _____, State of _____.

(SEAL)

Notary Public

My commission expires: _____

Internal Use Only

☐ On Hold

DATE: _____ BACKGROUND NEEDED BY: _____ EXPECTED HIRE DATE: _____

DEPT: _____ POSITION: _____ HIRING SUPERVISOR: _____

BACKGROUND CHECK LEVEL: Public Safety Employee (Credit, State & Federal Prints)

**All background check requirements may be modified at the discretion of the Human Resource Department.*

BACKGROUND COMPLETED BY: _____ DATE: _____

☐ Approved – Conditional

Signature/Date: _____

☐ Approved – Final

Signature/Date: _____

☐ Not Recommended for Hire

Signature/Date: _____

**AUTHORIZATION AND DISCLOSURE OF CONSUMER REPORT
AND INVESTIGATIVE CONSUMER REPORT
UNDER THE FAIR CREDIT REPORTING ACT**

The City of Kettering may obtain or cause to be prepared consumer reports for employment purposes. It may be an investigative consumer report which is obtained through personal interviews and might include information as to your character, general reputation, personal characteristics and mode of living.

You may make a written request, within a reasonable period of time, for a disclosure of the nature and scope of any investigative consumer report we have requested. You may also request a written summary of your rights under the Fair Credit Reporting Act.

If you consent to our obtaining a consumer report or investigative consumer report, sign and date below. We will not process your application until this is signed.

* * *

I authorize the City of Kettering to obtain or cause to be prepared consumer reports, and investigative consumer reports, about me for employment purposes. I understand that in obtaining such consumer reports and investigative consumer reports, a consumer reporting agency may be used, and I authorize such use. This authorization and disclosure will remain effective for the duration of my employment, if I am hired. I have received a copy of this authorization and disclosure.

Date

Signature

THE FOLLOWING INFORMATION IS REQUIRED TO OBTAIN A CONSUMER REPORT

PRINT NAME _____
Last Name First Name Middle Initial Social Security Number

PREVIOUS OR OTHER NAME (if applicable) _____ PHONE NUMBER _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

VALID LICENSE: ☐ YES ☐ NO TYPE OF LICENSE: ☐ OPERATOR'S ☐ COMMERCIAL (CDL)

DRIVER'S LICENSE NUMBER _____ STATE ISSUED _____ EXP. DATE _____

Para información en español, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N. W., Washington, D. C. 20580.

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 identify theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be 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.

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 a 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 888-5-OPT-OUT (888-567-8688) or www.optoutprescreen.com.

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.

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 Federal enforcers are: TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 877-382-4357
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051

CITY OF KETTERING
LATERAL ENTRY FIREFIGHTER/PARAMEDIC QUESTIONNAIRE

Applicant's Name: _____

Please print legibly and answer the following questions as completely as possible. You may attach additional pages if necessary.

1. Candidates for lateral entry consideration must have a minimum of one year of experience as an Ohio Level II Firefighter in good standing.
Do you meet this requirement? Yes____ No ____
2. Candidates for lateral entry consideration must be an Ohio certified Paramedic in good standing.
Do you meet this requirement? Yes____ No ____
3. How many years of experience have you had as a **Firefighter/EMT/Paramedic**?

Fire Organization	List Job Title (FF/EMT/Paramedic)	Date of Entry	Date of Separation	Rank at Entry	Rank at Separation

4. Describe the types of services provided by the organization(s) listed in #2 above, as well as the number of full-time and part-time firefighters/EMT/Paramedic personnel.

5. Briefly describe your post-high school education background using the following table. Please indicate if you are actively pursuing a degree (currently enrolled in courses) and when you anticipate completion.

Institution	Degrees or *Credit Hours Earned	Completion Date	Overall Grade Point Average

* *If you are still pursuing a degree, indicate the total number of credit hours you have completed and the number of credit hours needed to graduate.*

6. Briefly describe any awards or recognition demonstrating quality performance that you may have received during your fire service career.
-
-
-
7. Describe all duty and specialty assignments in your Fire/EMT/Paramedic career. Note the duration of each assignment and the department or agency where held. Please give reasons for transfers or reassignments. Be specific.
-
-
-
-
-
8. What were the overall ratings you received in your last two (2) performance evaluations? Please indicate the period of time each covered.
-
-
9. Have you ever received disciplinary action of record? Please describe and state whether the disciplinary action was verbal or written.
-
-
-
-
10. Describe special courses or training you have participated in during your career.
-
-
-
-
11. Where did you receive your Fire Service/EMT/Paramedic training?
-
-

CERTIFICATION: I hereby certify that all the information I have provided on this questionnaire is true, complete and correct to the best of my knowledge and belief, and is made in good faith. I agree and understand that all statements made by me are subject to being investigated for verification. I further agree and understand that any misstatement of facts contained in this questionnaire may disqualify me for any employment or result in my removal from employment with the City of Kettering.

Signature of Applicant

Date



EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL SUPPLEMENT

PLEASE DO NOT PLACE YOUR NAME ON THIS FORM.

Applicants for employment are requested, but not required, to provide the following supplementary data. Availability of this data assists in the maintenance of an Equal Employment Opportunity Program. Please **DO NOT** place your name on this form. **THIS FORM IS VOLUNTARY AND DOES NOT AFFECT YOUR EMPLOYMENT STATUS.**

1. Position:

- ☐ Full-time
☐ Part-time
☐ Temporary

2. Date of Application:

____/____/____
mo day year

3. Gender:

☐ M

☐ F

4. Race or Ethnic Origin:

☐ **White (not of Hispanic Origin)**

A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

☐ **Black (not of Hispanic Origin)**

A person having origins in any of the Black racial groups of Africa.

☐ **Hispanic**

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

☐ **Asian or Pacific Islander**

A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

☐ **American Indian or Alaskan Native**

A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

☐ **Other (Two or More Races)**

A person who identifies with two or more of the above race/ethnicity categories.

PLEASE RETURN TO:

City of Kettering
Human Resource Department
3600 Shroyer Road, Kettering, OH 45429
FAX: 937-296-3371