

### CITY OF RUSTON FIRE DEPARTMENT

Volunteer Firefighter Application 5129 North Shirley Ruston, Washington 98407 (253) 330-7755

Personal History Of:			
	LAST NAME	FIRST NAME	MID INI

The applicant must print the answers to questions contained in this questionnaire in black ink. The questionnaire is required to be filled out and must be fully completed. To avoid any omissions, if a line or section does not apply, it is required to write N/A in the space provided for us to know that you saw the question. If you need more space than what is available under the question, please use a separate sheet or sheets and attach them at the end of the packet. Please put the question number on the additional sheet(s). If you do not understand a question, or you are not sure of its scope, you will have the opportunity to explain any circumstances in the interview.

### INSTRUCTIONS

You have applied for a position with the City of Ruston Fire Department. Because of the sensitive nature of this position, it is necessary to conduct a review of your background and personal history to determine your suitability for a firefighter/EMT position with the department.

On the following pages you will be asked a series of questions, most of which are about your past. Each of us has something in our past we would prefer other people not know. In some cases, these past events may disqualify a candidate from the maintaining a volunteer position. In most cases, they won't. It is sometimes uncomfortable to discuss certain things in our background, but our department is not looking for perfect people, just honest ones. Any **intentional** dishonesty or minimization in any part of the hiring process will result in immediate removal from the process.

All Fire Department agencies have different employment standards. For you to be successful in our hiring process you must be completely truthful in all of your answers to these questions and let us evaluate your answers, in light of our standards.

In some of these questions, you will hear the word "ever" being used. "Ever" refers to anytime in your life, and is not limited to the last three, five or even ten years. If you answer "Yes" to any question, please provide a detailed explanation (to include who, what, where, when, why and how).

The contents of this questionnaire will be considered confidential and will be used for investigating employment suitability with the Ruston Fire Department and also may be used to verify information postemployment. Additionally, if another Fire agency is in possession of a notarized permission waiver signed by you, they will be authorized to view your file. Your truthfulness in answering these questions may be verified by the use of a polygraph.

There is one exception to the confidentiality of your background investigation. Should it be discovered that you are currently involved in criminal activity, or have committed an undiscovered felony, the Fire agency having jurisdiction WILL BE NOTIFIED.

I CERTIFY THAT I HAVE READ THE DISCLAIMER ABOVE AND WILL ANSWER ALL QUESTIONS IN A TRUTHFUL AND HONEST MANNER. I FURTHER STATE THAT I UNDERSTAND THAT ANY DECEPTION ON MY PART IN ANSWERING THESE QUESTIONS WILL RESULT IN A RECOMMENDATION BY THE BACKGROUND INVESTIGATOR TO REMOVE ME FROM THIS HIRING PROCESS

SIGNATURE:		DATE:	and the state of t
Do not sign below until the Department.	e time of your interview w	vith the Investigating Officer for	the Ruston Fire
The previous statement was thoroughly explained to me.	verbally read to me. I was	given the opportunity to ask quest	ions and have them
	/	/	
APPLICANT SIGNATUR	E INTERVII	EWER SIGNATURE DATI	F

### **REQUIRED DOCUMENTS**

Please attach copies of the original documents noted below to this questionnaire. Failure to submit these documents in a timely manner will delay your consideration for employment. Some of these documents may not be applicable to you. Copies of the documents are acceptable. We will make a copy for you if you don't have access to a copy machine.

- Driver's License
- Certified birth certificate or Social Security Card. Passport is suitable. Name change documents. Copy is okay.
- Driving Record from Department of Licensing. (Original from D.O.L.) Driving records must be provided from each state you have held a license. (WA DOL is closed Mondays)

### We may also ask for (wait until instructed):

- High school diploma **OR** GED certificate. (Transcripts will be accepted as an alternative to the diploma or GED certificate.)
- Transcripts from colleges or universities. (Original MUST be received by us in an
   officially sealed envelope from the school) Each school you attended is required,
  regardless of credits.
  - Military discharge papers. (MUST include discharge status
  - The Ruston Fire Department will run a criminal background check and driver's history (per state you've received a driver's license for)

### PERSONAL INFORMATION

LAST		FIRST/ MIDDLE INITIAL		
	st other names you have to cknames.	used or been known by. Include	maiden names, 1	married or adopted names
	a. (Other names):			
3. Li	st the physical address of	the residence where you live:		
UMBER	STREET	CITY	STATE	ZIP CODE
UMBER	STREET	CITY	STATE	ZIP CODE
5. Li	HOME CELL EMAIL	t which you can be contracted wh	nen you will be a	vailable at these numbers
Date of	HOME CELL EMAIL  Birth /			

### RESIDENCE RECORD

Start with your present address and working back; list each address at which you have resided since you left high school:

Also include all properties you have owned, regardless of residency. Try your best to provide city if address is unavailable

# PLEASE LIST THE ADDRESS INFORMATION

Street Address	City	State	Zip Code	State Zip Code Resided From	Resided To
			d Mes apullabularen eran eran eran bak belanten ar protestatura eran derretarran		
			ertentioniques management transmittere en mand a tipalisable por al entre de extra		
		and desire come which places are desired as the second continues of the second	person or declaration of the control		

# EMERGECNY CALL DOWN LIST, (PLEASE INCLUDE EMAIL ADDRESSES IF POSSIBLE)

List ALL that apply: 1-Spouse, 2-Parents, 3- Guardians, 4-Step Parents, 5-Foster Parents, 6-Parents-in-law, 7-Brothers, 8-Sisters, 9-significant other,

		надинали (дон ван фермана) и помейномину присучник ей в ка				ель фоне выпланей на него него поставления поставления поставления поставления поставления поставления в техно	
Email							Market A Management Applications of the Property of the Proper
Phone							AND A SECTION OF THE PARTICULAR AND
State Zip Code Phone							and the second s
State							and extrapolated. A functional particle of a physician in a functional or of Alberta Andreas and Alberta and Andreas and Andre
City							en kindelind framer (den den janet en opfine y president dipelijent janet en kindelinde in bestekkende kindelinde den kendelinde den kendelin
Street Address	та проставля да на поставля на на пределения поставля на пределения предоставля для поставля на предоставля на						nicia plantació frejechlar prigning af elempin reservament in reprintario polymental de la falla distaban alpaínica desistente la dama.
							chings or charine in taple agreement respective integration of definition definition in feet and
# Name	анта ценова росей страцева среднение фактиватиция представа на техноствения поставания поставания поставания п						endersprenging upge parties to the contract of

## PERSONAL REFERENCES

List at least five (5) adult references you have known for at least three years (preferably the past 3 years). It is very important that you list the best phone number for all references. You may need a list of alternative references that can be supplied to your investigator in the event some of the references cannot be contacted.

NAME	ADDRESS	PHONE	EMAIL ADDRES	YRS KNOWN
	*			

### **EXPERIENCE AND EMPLOYMENT:**

Beginning with your most current employment, list all jobs you have held. For purposes of the Personal History Statement, part-time, temporary, and voluntary work should be included. Please list all periods of unemployment in chronological sequences in the spaces provided for you.

Should you need to list additional information, please use an additional sheet, and continue in the EXACT format below.

EMPLOYER				
ADDRESS				
PHONE				
DATE OF EMP	FROM	TO		
TYPE OF EMP	FULL TIME	PART TIME	VOLUNTARY	MILITARY
SUPERVISOR			PHONE	
UNEMPLOYE	D FROM		то	
EMPLOYER				
ADDRESS				
PHONE				
DATE OF EMP	FROM	ТО		
TYPE OF EMP	FULL TIME	PART TIME	VOLUNTARY	MILITARY
SUPERVISOR			PHONE	
UNEMPLOYE	D FROM		то	
EMPLOYER				
ADDRESS				
PHONE		***************************************		
DATE OF EMP	FROM	ТО		
TYPE OF EMP	FULL TIME	PART TIME	VOLUNTARY	MILITARY
SUPERVISOR			PHONE	
UNEMPLOYE	D FROM		то	

### **EXPERIENCE AND EMPLOYMENT (Continued):**

EMPLOYER				
ADDRESS				
PHONE				
DATE OF EMP	FROM	ТО		
TYPE OF EMP	FULL TIME	PART TIME	VOLUNTARY	MILITARY
SUPERVISOR		PH	ONE	
UNEMPLOYE	D FROM	то		
EMPLOYER				
ADDRESS PHONE				8
DATE OF EMP	FROM	TO PART TIME	VOLUNTARY	MILITARY
TYPE OF EMP	FULL TIME	PARI IIWIE	VOLUNIARI	MILITARI
SUPERVISOR		PH	ONE	
INTERVIDE ONE	D EDOM	TO		
JNEMPLOYE	D FROM	TO	)	Photo and the about the system
*				
EMPLOYER ADDRESS				
ADDRESS PHONE	FROM	то		
ADDRESS	FROM FULL TIME	TO PART TIME	VOLUNTARY	MILITARY
ADDRESS PHONE DATE OF EMP		PART TIME	VOLUNTARY	MILITARY

1.	Would any problem result if your present employer was contacted during the background investigation?
2.	If you have had no prior employment, please explain here:
3.	Have you ever been fired or asked to resign from any place of employment?   Yes   No
4.	Have you ever been suspended or demoted from any place of employment?   Yes No  Yes, Please Explain:
5	Have you ever received a verbal or written disciplinary notice or reprimand?   Yes  No
6.	Have you ever had any problems getting along with supervisors or co-worker? Yes
7.	Have you ever left a job without giving proper notice?
8.	What is the most serious trouble you have ever gotten into on a job?
9.	Have you ever been talked to by an employer about excessive use of leave or reporting late to work?
10.	What do you think about shift work?
11.	What do you think about working weekends and holidays?
12.	List all items you have ever taken from a place of employment.

		EDUCATIO	N		
1. Do you	currently have a High Sc			□Yes	□No
	GH SCHOOLS YOU H			ТТН ТНЕ	NINTH GRADI
JAME	CITY	DATES ATT	ENDED		raduated Es/No
	LOCATION	FROM	ТО	•	LS/NO
IST ALL CO	DLLEGES OR UNIVER	RSITIES YOU HAVI	E ATTENDED		
	DLLEGES OR UNIVER				PADILATED
IST ALL CO	CITY STATE	RSITIES YOU HAVI			raduated es/no
	CITY				
	CITY STATE	DATES ATT	ENDED		
	CITY STATE	DATES ATT	ENDED		

YEAR	AGENCY	
-		

INVESTIGATOR NAME	PASS/FAIL?	REASON	

### DRIVING RECORD

1. Do you hav	ve a current and valid Wa	ashington State driver's license?		∐Yes ∐No
2. Have you e	ever been issued a driver	's license from any other state?		□Yes □No
If "YE	ES', please list state, date	es, and driver's license number:		
STAT	EDL#	DATES:		
		DATES:		
		DATES:		
LIST ALL TRAF	FIC CITATIONS THA	AT WERE RECEIVED OVER TI	HE PAST FIV	<b>YE (5) YEARS:</b>
NATURE OF V	VIOLATION	LOCATION/CITY	STATE	YEAR
		4 P. 11(P. A. 10)		
	Outcome (	(i.e., Paid/Deferred/Dropped)		
			-	
				A Part of the Part
2				

### LIST ALL MOTOR VEHICLE ACCIDENTS IN WHICH YOU HAVE BEEN INVOLVED AS A DRIVER:

DATE	CITY	STATE	INVESTIGATED-YES? WHO?	NO	DISPOSITION
4.	Do you currently have a	uto insu	rance?		Yes No
5.	Has your driving privile placed on probation?	ege ever l	been revoked, suspended, or	_	Yes No
6.	Have you ever had any	outstand	ing tickets?		Yes No
7.	Have you ever been arre	ested for	a DUI or DWI?		Yes No
8.	Have you ever been inv minor?	olved in	a hit and run, no matter how		Yes No
9.	influence of any drug?		n while intoxicated or under the		Yes No
		umber of		_	<del></del>
	W	hen was	the last time?	-	
10	. Do you have any pendin	ng civil li	tigation?	Е	Yes No

### **CRIMINAL ACTIVITES:**

IF YOU HAVE EVER BEEN ARRESTED, DETAINED, QUESTIONED, TAKEN INTO CUSTODY, BEEN ISSUED A MISDEMEANOR CITATION, INCARCERATED, OR CONVICTED OF ANY CRIME, PLEASE GIVE THE FOLLOWING INFORMATION:

DATE	AGENCY/LOCATION	CHARGE/REASON	DISPOSITION
	<b>DOMESTIC</b> Y	VIOLENCE ISSUES:	
1.	Have you ever been involved in any type of o	domestic violence issues, whet	·
	or the suspect?		☐Yes ☐No
2.	Have you ever been in a physical altercation	with a snouse sibling family	member parent
۷.	roommate, child, partner, or significant other		
	throwing things at, spitting at) to include acts		Yes No
3.	Have you ever caused any damage before, du	iring, or after a domestic viole	
			Yes No
4.	Is there any other illegal drug, narcotic or con	ntrolled substance that you hav	re nossessed or used
	without a prescription?	nationed substance that you have	Yes No
5.	Have you ever remained in a place where ille	egal drugs were being used?	☐Yes ☐No

### **OPTIONAL INFORMATION:**

List organizations, clubs, professional societies, or other associations of which you are, or have been a member (please include the name of the group, the city and state, and your present status or position in that group.).
What are your personal hobbies? (What do you like to do during the times that your are not at work Please include any special skills or qualifications that might be useful in the position for which you've applied.
List the magazines and newspapers to which you currently subscribe:
List any identifying marks, scars, burns or birthmarks:
List all tattoos:

Additionally, you may attach copies of certificates, awards, or commendations you would like considered.

### PLEASE COMPLETE THIS PAGE IN YOUR OWN HANDWRITING.

QUESTIONS: Why do you want to be a Fire Fighter in the City of Ruston? How do you think it will benefit you and how will it benefit the City of Ruston to hire you?

(Please limit essay answer to the next two pages)

Essay Page 1	
	,
	***

Essay Page 2	
G'	
Signature	Date

### <u>IF YOU HAVE PRIOR FIRE EXPERIENCE, PLEASE CONTINUE</u> ON WITH THE QUESTIONS. ONCE AGAIN, PLEASE GIVE A DETAILED EXPLANATION FOR EACH "YES" ANSWER. IF YOU NEED MORE SPACE THAN WHAT IS AVAILABLE UNDER THE QUESTION, PLEASE ADD CONTINUATION SHEETS.

DEPARTMENT	CITY	STATE	DATE	FROM
			1	
			-	
			ļ	

					<del> </del>	+-
					-	$\vdash$
						$\vdash$
				L	L	
1.	Have you successfully completed a state	e certified Basic Fire Aca	demy?		es No	)
	Where:					
	When:					
2.	Have you ever failed to complete a Basi	ic Fire Academy?		☐Ye	s No	
3.	Are you currently on probation?			□Ye:	s No	
4.	Have you ever been terminated, been as complete a probationary period?	sked to resign or failed to		□Ye	s [No	
5.	Have you ever had your probationary po	eriod extended?		□Ye	s No	
6.	Have you ever resigned from any Fire a	gency?		□Ye	s 🔲 No	
7.	Are you currently having personnel or s	supervisory problems?		□Y€	es No	
8.	Have you ever been the principle in any subject of a criminal prosecution?	civil suits or the		∐Ye	s [No	
9.	Have you ever used any extended leave, your present or prior agency?	, paid or unpaid, or spent	non-vac	· · · · · · · · · · · · · · · · · · ·	y from s No	
	a. If "YES", Please Explain					
						_
						_
						_

. Have you ever received a		
If "YES", explain	;	
Has your current or past a against you?	agency investigated any complaints of excessive force	allegations lodged  Yes No
If "YES", please 1-Fou	list and include departmental action for each one: unded 2-Unfounded 3-Not sustained	
		AM III A Company of the Company of t
anatura	D-4-	
gnature	Date	<del>-</del>