



Irmo Fire District
6017 St. Andrews Road
Columbia, S.C. 29212
HQ: (803) 798-4979
Fax: (803) 798-4680

Application For Employment **FIREFIGHTER**

PLEASE READ BELOW BEFORE FILLING OUT THE APPLICATION PACKAGE

The application package is an important part of the application process. Please ensure that you complete all fields detailed in the package in ink, as neatly as possible, and answer all questions to the best of your knowledge. You may provide as much detail as you wish by adding extra sheets of information or a resume to the completed package. False, incomplete or inaccurate information is cause for disqualification and discharge of your application.

Resumes are not accepted in lieu of the application package, they may be attached for supplemental information. The completed application can be submitted by email, fax, or postal mail, attention to Asst. Chief Ben Smith.

The minimum requirement for the Firefighter position is as follows:

- 1. Must be 18 years of age or older.**
- 2. Possess a valid driver's license.**
- 3. Possess a High School Diploma or GED Certificate**
- 4. Must pass a criminal background and driver's license record check.**
- 5. Must be able to complete medical, physical and written assessments.**
- 6. S.C. Fire Academy 1153 Firefighter I Certification or NFPA Firefighter I certification that is eligible for equivalency or reciprocity by the S.C. Fire Academy.**
- 7. Current First Aid, CPR and AED Certification or higher level certification (EMR/EMT).**

RECIPROCITY INFORMATION: Further information regarding certification reciprocity or equivalency from the South Carolina Fire Academy, can be obtained by calling (803) 896-9881 or visiting the academy's website at <http://www.scfa.state.sc.us/Education/index.asp?file=ifsac.htm>.

Please include with your application copies of **only** the following documents. Do not include copies of any other certificates you may have. Please do include in detail other certifications you may possess in the application package or on a resume.

- 1. State Issued Driver's License**
- 2. Official 10 Year Driving Record from the State of Issued Driver's License**
- 3. High School Diploma or GED Certificate**
- 4. DD214 (Only Applicable to U.S. Military Veterans)**
- 5. Firefighter I Certificate**
- 6. Current First Aid, CPR and AED Certificate or Qualification Card**

If you have any questions regarding the application, please contact Asst. Chief Ben Smith by phone at (803) 798-4979 or by email at bsmith@irmofire.org.



FIREFIGHTER EMPLOYMENT APPLICATION COVER SHEET

Name: _____

Home Address: _____

Telephone Number: (_____) _____ Email Address: _____
(NOTE: Application status updates will be sent to the email address listed above.)

Required Documents: Please check each box to indicate the required document is included with your application.

Do not include copies of any other certificates you may have. Please do include in detail other certifications you may possess in the application package or on a resume.

- Completed Irmo Fire District Application Package
- Valid Driver's License
- 10 Year Driving Record from the State of Issued Driver's License
- High School Diploma or GED Certificate
- DD214 (**Only Applicable to U.S. Military Veterans**)
- Firefighter I Certificate
- Current First Aid or EMR, CPR and AED Qualification Cards or EMT Certificates

**** Failure to include copies of the above listed required items or not fully completing the employment application may result in your application not being processed for consideration. ****

PERSONAL INFORMATION

Name: _____
Last First M.I.

Current Mailing Address:

Number & Street. City State Zip Code.

Telephone Number: (Home) _____ (Cell) _____

Do you have a valid Drivers License? Yes _____ No _____

Drivers License #: _____ State: _____ Class: _____ Expiration Date: _____

Have you ever been convicted of a felony or DUI? If "yes", on a separate sheet please give date(s) & place(s), the specific charge(s) and explain the situation. A conviction is not necessarily a bar to employment. Yes No

Can you work legally in the United States? Yes No
 (If hired, documentation showing eligibility for employment in the United States and identity will be required)

Have you ever been employed by the Irmo Fire District? Yes No

When would you be able to start work? _____

May we contact your present employer about your work? Yes No

May we contact your previous employer? Yes No

EDUCATION

School	Name & Address of School	Course of Study	Circle last year completed.	Did you graduate?	Diploma or Degree
High			1 2 3 4	Y N	
College			1 2 3 4	Y N	
College			1 2 3 4	Y N	
Other			1 2 3 4	Y N	

MILITARY SERVICE HISTORY

Have you served in the U.S. Military service? Yes No Branch: _____

Discharge Status: Honorable Dishonorable Other: _____

EMPLOYMENT HISTORY

List below all present and past employment you have had in the last **10** years, beginning with your most recent or current employer.

Employer	From Month/Year	To Month/Year	
Street Address	Work Performed		
City	State		
Phone # of Employer			
Job Title			
Supervisor			
Reason for Leaving			

Employer	From Month/Year	To Month/Year	
Street Address	Work Performed		
City	State		
Phone # of Employer			
Job Title			
Supervisor			
Reason for Leaving			

Employer	From Month/Year	To Month/Year	
Street Address	Work Performed		
City	State		
Phone # of Employer			
Job Title			
Supervisor			
Reason for Leaving			

Employer	From Month/Year	To Month/Year	
Street Address	Work Performed		
City	State		
Phone # of Employer			
Job Title			
Supervisor			
Reason for Leaving			

If additional space is needed please continue on a separate sheet of paper and include with application.

Emergency Services Certifications and Training

Firefighter: Firefighter I / Firefighter II Certification Issued By: _____

Medical: _____ Expiration Date: _____
Certification Level (EMR, EMT-B or EMT-P)

CPR and AED: _____ Expiration Date: _____
Issuing Authority (American Red Cross or Other)

Summarize any special public safety skills or qualifications you may have below. Also please include knowledge, skills and abilities that you may possess that are not indicated elsewhere in this application.

Personal References

Name: _____ Relation: _____ Phone Number: _____

Name: _____ Relation: _____ Phone Number: _____

Agreement and Consent

Any offer of employment may be contingent on the applicant passing a job related physical examination, drug test and criminal background checks.

1. I certify that these answers are true and correct to the best of my knowledge.
2. **I UNDERSTAND THIS APPLICATION IS SUBJECT TO VERIFICATION. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN.** I understand that misrepresentations or omissions of fact in this application will be sufficient cause for disqualification or dismissal from employment with the Irmo Fire District if I have been employed. I agree that the Irmo Fire District will not be held liable in any respect if any employment offer is not tendered, is withdrawn, or my employment is terminated due to false statements and answers in this application. I understand and agree that this application is an initial application. I understand that additional information may be required of me. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.
3. I hereby acknowledge that I have read and agree to the above statement.

X _____
Signature Date

The Irmo Fire District considers applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, or any legally protected status.