



# Otter Creek Fire Department

5701 N. Clinton Street.

TERRE HAUTE, IN 47805

812-466-0911

FAX 812-466-2150

## **EMPLOYMENT APPLICATION**

### **FOR CAREER FIREFIGHTER POSITION**

Career firefighter applicants shall meet the following requirements for hiring consideration;

- United States Citizen
- High School Graduate
- Minimum 18 years of age, Maximum 40 years of age at date of hire
- Valid Indiana Driver's License
- Clear Background Check and Drug Screening
- Valid CPAT Test (within previous 12 months of date of hiring announcement)
- Certified FF I & II
- Certified Technical Rescue Awareness
- Certified Hazardous Materials Operations
- Certified Emergency Medical Technician- Basic
- NIMs 100, 200, 700, 800

The applicant shall pass PERF physical and mental examination prior to hire.

Paid Employees shall be on Probationary Status during their first year of employment. This shall be 365 days from date of first shift worked.

Firefighters shall demonstrate expertise in the following benchmark proficiencies while on probationary status;

- Complete Driver/Operator Checkoffs on all department apparatus.
- Proficiency with department firefighting and EMS equipment.
- Knowledge of department SOGs and EMS Protocols.
- Familiarity with district.
- Capability of performing assignments satisfactorily.
- Demonstrate efficient, professional and courteous interactions with coworkers and public.

Initial Firefighter position(s) will work 8-hour shifts. When sufficient firefighters are employed, the work shift will transition to traditional 24-hour duty shifts (24 hrs. on/48 hrs. off). This will be at the discretion of the administration.



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## **Pre-Employment Background Check and Drug Screening may be obtained at;**

Right Choice DAT  
3205 S. 3<sup>rd</sup> Place (behind Terre Haute City Center)  
Terre Haute, IN 47802  
(812) 235-3153

No appointment necessary. Inform them that this is for Otter Creek Township Fire Department. Right Choice DAT will send results to the department.

Testing fees are at applicant's expense.

## **CPAT (Candidate Physical Ability Test) testing is available through;**

Vincennes University  
<https://www.vinu.edu/workforce-development/cpat-faq.html>  
(812) 888-2871

Wayne Township Fire Department  
<https://esec.wayne.k12.in.us/courses-training/cpat>  
(317) 988-7703

Evolution Training Center  
Columbus Public Safety Training Facility  
[evolution@columbus.in.gov](mailto:evolution@columbus.in.gov)  
(812) 376-2670

Contact the organization of your choice above for scheduling. Other organizations offering CPAT may be acceptable to the OCFD. If you prefer to use a different organization than those listed, please contact the OCFD for validation of acceptance.

Testing fees are at applicant's expense.



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**(PLEASE PRINT LEGIBLY OR TYPE)**

NAME

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Last

First

Middle

MAIDEN NAME (if applicable) \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

DRIVERS LICENSE NUMBER \_\_\_\_\_ TYPE \_\_\_\_\_ STATE \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ HAIR COLOR \_\_\_\_\_ EYE COLOR \_\_\_\_\_

PLACE OF BIRTH \_\_\_\_\_

BLOOD TYPE (If known) \_\_\_\_\_

ALLERGIES \_\_\_\_\_

PUBLIC SAFETY IDENTIFICATION NUMBER (PSID) \_\_\_\_\_



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## **IN CASE OF EMERGENCY:**

PRIMARY EMERGENCY CONTACT:

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS: \_\_\_\_\_

2 PHONE NUMBERS \_\_\_\_\_

\_\_\_\_\_

SECONDARY EMERGENCY CONTACT:

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_

2 PHONE NUMBERS \_\_\_\_\_

\_\_\_\_\_

**YOUR CURRENT EMPLOYER:** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ POSITION HELD \_\_\_\_\_

DUTIES \_\_\_\_\_

YOUR CURRENT SUPERVISOR: \_\_\_\_\_

MAY WE CONTACT YOUR CURRENT EMPLOYER?  YES  NO

NUMBER OF YEARS AT CURRENT EMPLOYMENT \_\_\_\_\_

LIST LAST THREE EMPLOYERS:

\_\_\_\_\_ From : To \_\_\_\_\_

\_\_\_\_\_ From : To \_\_\_\_\_

\_\_\_\_\_ From : To \_\_\_\_\_



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## **PREVIOUS WORK EXPERIENCE APPLICABLE TO THE POSITION APPLYING FOR:**

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## **PERSONAL REFERENCES:**

1. \_\_\_\_\_ Phone: \_\_\_\_\_

2. \_\_\_\_\_ Phone: \_\_\_\_\_

## **EDUCATION (Please provide copies of diploma/degree):**

HIGH SCHOOL \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_

COLLEGE \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_

CREDIT HOURS \_\_\_\_\_ DEGREE ATTAINED \_\_\_\_\_

COLLEGE \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_

CREDIT HOURS \_\_\_\_\_ DEGREE ATTAINED \_\_\_\_\_

## **ALL APPLICABLE TRAINING/CERTIFICATIONS**

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## **BACKGROUND:**

HAVE YOU EVER BEEN CONVICTED OF A FELONY?

\_\_\_\_ YES \_\_\_\_ NO

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR?

\_\_\_\_ YES \_\_\_\_ NO

HAVE YOU EVER RECEIVED A TRAFFIC TICKET? (INCLUDE PARKING)

\_\_\_\_ YES \_\_\_\_ NO

IF YES, EXPLAIN (INCLUDE DATE, LOCATION, CHARGE, FINE OR SENTENCE)

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HAS YOUR DRIVERS LICENSE EVER BEEN SUSPENDED/REVOKED?

\_\_\_\_ YES \_\_\_\_ NO

IF YES, EXPLAIN

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HAVE YOU EVER BEEN DISMISSED OR ASKED TO RESIGN FROM A POSITION OF EMPLOYMENT?

\_\_\_\_ YES \_\_\_\_ NO

IF YES, EXPLAIN

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**I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT THE MISREPRESENTATION OR OMISSION OF FACTS IS CAUSE FOR REJECTION OF MY APPLICATION OR DISMISSAL AFTER APPOINTMENT. IF ANY OF THE INFORMATION PROVIDED IN THIS APPLICATION CHANGES, I UNDERSTAND THAT I AM RESPONSIBLE FOR PROMPTLY UPDATING THAT INFORMATION IN WRITING.**

**I AUTHORIZE THE OTTER CREEK FIRE DEPARTMENT TO CONDUCT AN APPLICATION BACKGROUND INVESTIGATION.**

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE SUBMIT APPLICATION TO:**

**OTTER CREEK FIRE DEPARTMENT**

**5701 N. CLINTON ST.**

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**PLEASE ATTACH COPIES OF THE FOLLOWING DOCUMENTS, AS WELL AS ANY OTHER RELEVANT CERTIFICATIONS THAT YOU WOULD LIKE TO FURNISH.**

## **INFORMATION AND CERTIFICATION CHECKLIST:**

- High School Diploma or GED
- Driver's License
- Valid CPAT Test (within last 12 months)
- NIMs 100, 200, 700, 800
- Firefighter I & II
- Hazardous Materials Awareness & Operations
- Technical Rescue Awareness
- EMS Certification (EMT-B Minimum)
- Vehicle Rescue/Extrication (Optional)
- Driver/Operator (Optional)