

# **PINE BLUFF FIRE & EMERGENCY SERVICES**

**200 EAST 8<sup>TH</sup> Avenue  
Pine Bluff, Arkansas 71601**

## **EMPLOYMENT APPLICATION**



### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

It is the policy of the Pine Bluff Police and Fire Departments that no eligible person shall be denied the right of employment or advancement within the Pine Bluff Police and Fire Departments, nor shall any person be denied admission or access to any of the Departments' programs or activities offered to the public on the basis of religious affiliation, race, sex, age, national origin, color, handicap or disability, or veteran status.

The Pine Bluff Police and Fire Departments will attempt to refrain from contracting or associating with firms which openly and knowingly practice any form of discrimination in their employment practices.

The Pine Bluff Police and Fire Departments recognize the right of all citizens to take part in and to be provided equal opportunities in all public activities carried on by the Pine Bluff Police and Fire Departments. The Pine Bluff Police and Fire Departments will work toward the following goals and objectives as it relates to the Equal Employment Opportunity Policy:

- (A) To insure an environment that will provide an equal opportunity for public employment to all eligible segments of society; and,
- (B) To increase the employment of female and minority citizens within the police and fire departments consistent with state and federal law.



“FOCUSING ON THE COMMUNITY”



# FIREFIGHTER

## MINIMUM REQUIREMENTS

- Citizen of the United States
- At least 21 years of age and under 35 years of age. (Chapter 4, Section 1 Pine Bluff Uniformed Rules & Regulations)
- Felony convictions are disqualifying
- Must pass a written examination
- Possess a valid driver's license
- Must pass a physical agility test, successfully complete medical and related examinations and evaluations
- Must be of good moral character. A comprehensive background investigation will be conducted.
- Must have acceptable vision (visual acuity must not exceed 20/100 in either eye) correctable to 20/20 or better in each eye.
- Persons hired by the Pine Bluff Fire Department must live in the **State of Arkansas**. Former residency requirements have been removed.
- High School Diploma or GED equivalent
- Must wear uniform. Work schedule will be shift work (24 on / 48 off), holidays & weekends.

## DISQUALIFIES

1. Having a conviction for, being under indictment for, or currently charged with any felony offense.
2. Having a conviction for or currently charged with any misdemeanor offense involving moral baseness/character.
3. Having a conviction for a class A misdemeanor offense.
4. Having a conviction for driving under the influence (DWI & DUI) within five (5) years preceding the date of application, or more than one conviction at any time.
5. Currently being on probation for any felony offense, or any offense involving moral character.
6. (a) Illegal use of any controlled substance. (b) Within five (5) years preceding the date of application, having illegally used marijuana.
7. Having an excessive record of traffic convictions or negligent traffic collisions.
8. Not being of good moral character; or being known to habitually associate with those of questionable moral character.
9. Having been discharged from military service with a dishonorable discharge; or a general discharge indicating: (a) bad conduct; or (b) any other characterization indicating bad character.
10. Being a member of any organization which advocates the overthrow of any government by force or violence.

11. Having been discharged from any commissioned or recruit position within a fire department agency for disciplinary reasons, resigning to avoid suspension or discharge or having resigned during a disciplinary investigation without a final judgment being rendered.
12. Having resigned or being terminated from the Pine Bluff Fire Department due to a lack of proficiency in an academic or skill area will disqualify the applicant for a period of twelve months from the date of resignation or termination.
13. Failing to cooperate fully with and keep all scheduled appointments with staff personnel to provide information as needed, or failing to submit information update/changes within ten days of the change; refusal to submit, if requested, to a polygraph exam to resolve any conflicts which might arise during the background investigation.
14. Making any false statement of fact, being deceptive by statement or omission in the applicant screening checklist and/or the written application or by any means in any part of the selection process. Disqualification is for a minimum of two years from the date of application.
15. Failure to supply the needed documents and/or submit the application within the specified time limits.
16. Making false statements, falsely swearing to statements or in any other manner falsifying testimony in any official matter or in any significant business transaction.
17. Without being specifically enumerated in the above disqualifies if circumstances exist which indicate the applicant is clearly unsuited for a career with the Pine Bluff Fire Department, the applicant will be rejected.

#### BENEFITS

- Annual Salary Starting - \$29,183.00, after first year of service increases to \$31,306.00
- Annual vacation
- Paid Sick Leave
- Life Insurance
- Hospitalization Insurance
- Dental Insurance
- Employees Retirement Plan
- Credit Union
- Education Incentives
- Training Opportunities
- Certification/License Maintenance

F132.DOC:07/19

# **PINE BLUFF FIRE & EMERGENCY SERVICES DEPARTMENT**

## **HIRING PROCEDURE**

- Completed application turned in to the office with required documents
- Electronic examination with a minimum score of 70%
- Pass a timed physical agility test
- Comprehensive criminal background check
- Oral Interviews (passing score of 70% or above)
- Eligibility list
- THIS PROCESS MAY TAKE 3 TO 5 MONTHS TO COMPLETE
- If for some reason there is a break in the candidates screening process, the Fire Chief or designee may require candidate to repeat any portion of the process. With a case by case situation, a candidate's written score may be allowed to be used for a maximum of twelve (12) months after test. Candidates have thirty (30) days to make any / all necessary corrections and provide any / all requested documentation to address the issue that caused the break in the screening process to be considered for employment and to continue in the candidate screening process. If you fail the entrance exam you may reapply after 6 months from day of test.

**\*\*\*\*\*APPLICANT WILL BE NOTIFIED PRIOR TO EACH PHASE. PLEASE DO NOT CALL ADMINISTRATION OFFICE FOR UPDATES (SCORES, INTERVIEW DATE, ETC). WE WILL CONTACT YOU WITH FURTHER INSTRUCTIONS. IF YOU HAVE PERTENANT INFORMATION AS AN ADDRESS OR PHONE NUMBER CHANGE PLEASE CALL WITH THAT INFORMATION.**

### **NOTE:**

As a condition of employment Fire Department employee must complete and successfully pass provided training including but not limited to obtain Firefighter I and Firefighter II certificates as prescribed by the Arkansas Fire Training Academy, as well as, obtain their National Registry Emergency Medical Technician (NREMT)-Basic License, recognized by the Arkansas Department of Health within the one-year probationary period and maintain certification for the duration of employment. *Prior certification desired, but not required.* All candidates are required to successfully pass a medical examination which also includes a drug screening before initial employment.

# PERSONAL HISTORY STATEMENT

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Month                      Day                      Year

**INSTRUCTIONS:** Complete this questionnaire fully and accurately. All statements are subject to verification. Incorrect statements may bar or remove you from employment. If the space provided is inadequate, add additional pages and identify information by item number. If a question does not apply to you, indicate by writing **N/A** in the answer blank. Type or print **legibly** in all responses. **Your questionnaire must be signed and sworn before a Notary Public on the final page.**

**PERSONAL**

1. NAME \_\_\_\_\_ SSN: \_\_\_\_\_  
                     First                      Middle                      Last

2. Present Mailing Address: \_\_\_\_\_  
                                                             Number & Street                      City                      State                      Zip

Permanent Mailing Address: \_\_\_\_\_  
                                                             Number & Street                      City                      State                      Zip

Telephone Number: Home: \_\_\_\_\_ Message: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

4. Citizenship:  U.S. Born     U.S. Naturalized     Other - Specify \_\_\_\_\_

5. List organizations, clubs and associations of which you are or have been a member, or with which you are or have been associated. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you possess a valid operator's license from the State of Arkansas?                      Yes  No

Operator's License Number \_\_\_\_\_ Date Issued \_\_\_\_\_

Have your driving privileges ever been restricted? \_\_\_\_Yes \_\_\_\_ No    If yes, give details: \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION**

6. List all schools attended:

	NAME OF SCHOOL	CITY/STATE	FROM MONTH/YR	TO MONTH/YR	YR COMPLETED
High School					
College					
Business or Trade					
Professional School					
Other					

7. Date received High School Diploma or GED: \_\_\_\_\_  
8. List college degrees received and major field of each. Include incomplete courses: \_\_\_\_\_  
\_\_\_\_\_

9. List all special skills or certificates that may be related to fire department employment? \_\_\_\_\_  
\_\_\_\_\_

**MILITARY SERVICE**

10. Were you ever in the U.S. Military Service or any other military organization? \_\_\_Yes \_\_\_ No  
Branch of Service \_\_\_\_\_ Unit \_\_\_\_\_ Date of Enlistment \_\_\_\_\_  
Date of Discharge \_\_\_\_\_ Service Number \_\_\_\_\_ Highest Rank \_\_\_\_\_

11. Type of Discharge: \_\_\_\_\_

12. Are you currently in the U.S. Military Service or any other military organization? \_\_\_Yes \_\_\_ No  
Branch of Service \_\_\_\_\_ Unit \_\_\_\_\_ Date of Enlistment \_\_\_\_\_  
Service Number \_\_\_\_\_ Highest Rank \_\_\_\_\_

**STOP HERE**

\*\*\*\*\*  
I hereby certify that all statements made in this questionnaire are true and complete and understand that any misstatements of material facts will subject me to disqualification or dismissal.

\_\_\_\_\_  
Signature in Full

**NOTICE:** False swearing is a Class A Misdemeanor, punishable under Arkansas Code 5-53-103.

\*\*\*\*\*  
SWORN AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

**ANSWER EACH QUESTION TRUTHFULLY, ANSWERS ARE  
SUBJECT TO REVIEW FOR APPLICANT ELIGIBILITY**

Do you have a conviction for, currently under indictment, or currently charged with a felony offense? Yes  No

Do you have a conviction for or currently charged with a Class "A, B, C" or any Unclassified misdemeanor. Yes  No

Have you ever been convicted for a Class A misdemeanor offense consisting of Domestic Violence/Domestic Abuse? Yes  No

Have you ever been convicted for driving under the influence (DWI or DUI) within the last five (5) years preceding the date of application, or more than one conviction for any time period? Yes  No

Are you currently on probation for any felony offense, or any offense involving moral character? Yes  No

Have you used and/or experimented with marijuana within the last five (5) years preceding the date of application? Yes  No

Have you used and/or experimented with any other illegal drug such as cocaine, methamphetamine, LSD, ecstasy, etc? Yes  No

Have you been discharged from any commissioned or recruit position within a fire department for disciplinary reasons, resigned to avoid suspension or discharge or resigned during a disciplinary investigation without a final judgment being rendered? Yes  No

Are you currently a certified firefighter, employed by a fire department? agency? Yes  No

If you have answered "Yes" to any of the above questions, give details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you learn of this position?

Newspaper    Internet    Recruitment    Other \_\_\_\_\_

## INFORMATION FOR RECORD KEEPING REQUIREMENT

(Please Print and Answer All Questions)

Pine Bluff Fire & Emergency Services is an Equal Opportunity Employer. We ask that you voluntarily provide the following information which will be used to study recruitment and employment patterns and to provide, as requested, that statistical data to certain federal compliance agencies. This information WILL NOT be used in the employment process; and failure to provide the information WILL NOT jeopardize your opportunity for employment with the City of Pine Bluff.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Sex and Race/Ethnic Identification

Sex (Check One):

Male

Female

For the purpose of Equal Opportunity, race/ethnic categories are identified as follows:

Race/Ethnic Categories: (Please check the category which identifies your race/ethnic background)

- WHITE (Not of Hispanic Origin) — All persons having origin in any of the original people of Europe, North America, or the Middle East.
- AFRICAN AMERICAN (Not of Hispanic Origin) – All persons having origin in any of the Black racial groups of Africa.
- HISPANIC All persons of Mexican, Puerto Rico, Cuban, Central or South American, or other Spanish culture or origin regardless of race.
- ASIAN All persons having origin in any of the original peoples of the Far East, Southeast, Asia, the Subcontinent or the Pacific Islands.
- AMERICAN INDIAN  
OR ALASKAN NATIVE All persons having origin in any of the original people of North America and who maintain cultural identification through tribal affiliations or community recognition.

I understand that I am protected by various laws prohibiting discrimination of the basis of race, color, national origin, sex, religion, age (if over the age of 40) and, in some circumstances, disability or veteran status. I further understand that the information contained in this form is to be used solely in equal employment record keeping, reporting, and other legal requirements. I also understand that the information will be kept in the strictest of confidence and will not be disclosed to others except for this above stated purpose and then only if necessary.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

NOTE: The information provided on this form will be kept separate from the employment application form.



# WORK HISTORY - May we contact your present employer Yes or No

1	If you have ever been discharged or forced to resign because of misconduct or unsatisfactory service, give details: _____ _____ _____
---	---------------------------------------------------------------------------------------------------------------------------------------------

2 List all jobs you have held in the last ten years. Put you present or most recent job first. If you need more space, you may attach additional sheets. Include military service in proper item sequence and temporary part-time jobs. **PROVIDE COMPLETE MAILING ADDRESSES & PHONE NUMBERS - PRINT CLEARLY**

Applicant	Last	First	MI	Social Security Number
-----------	------	-------	----	------------------------

1	Company Name	From	To
	Supervisor	Position	
	Address		
	City	State	Zip

2	Company Name	From	To
	Supervisor	Position	
	Address		
	City	State	Zip

3	Company Name	From	To
	Supervisor	Position	
	Address		
	City	State	Zip

4	Company Name	From	To
	Supervisor	Position	
	Address		
	City	State	Zip

5	Company Name	From	To
	Supervisor	Position	
	Address		
	City	State	Zip

Have you previously submitted an application for employment with this agency? \_\_\_\_ Yes \_\_\_\_ No  
 Approximate Date \_\_\_\_\_

# PERSONAL REFERENCES

PRINT CLEARLY - PROVIDE COMPLETE MAILING ADDRESSES FOR ALL REFERENCES

Applicant	Last	First	MI	Date of Birth
	Name			Telephone
	Address			
	City	State	Zip	
	Name			Telephone
	Address			
	City	State	Zip	
	Name			Telephone
	Address			
	City	State	Zip	
	Name			Telephone
	Address			
	City	State	Zip	
	Name			Telephone
	Address			
	City	State	Zip	

**The list of items below must be submitted with application:**

- 1. Original Birth Certificate – State Issued**
- 2. Valid Driver’s License**
- 3. High School Diploma or GED Certificate**
- 4. College Transcript (if applicable)**
- 5. DD214 – Discharge Member #4 (Prior Military Service Only)**
- 6. If you are Firefighter I & II certified or EMT certified bring those ORIGINAL certificates with you**
- 7. Completed Personal Reference Form**
- 8. Completed Employer Reference Form**
- 9. Completed Employment Application**

**THESE ARE THE DOCUMENTS YOU NEED TO BRING WITH YOU!**

**Note: You will also be required to complete additional background forms when turning in application. Please make sure you have your children’s birthday & social security number with you.**