



## Volunteer Fire Department Application

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

Home Address \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Town: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

1). Is your current employer aware of your intentions to become a member of the Town's Fire Department? Yes \_\_\_\_\_ No \_\_\_\_\_

2). Would you be allowed to answer alarms during working hours? Yes \_\_\_\_\_ No \_\_\_\_\_

### 3). License and Skills

a). List all licenses (including driver's license) which you possess. Also list the state or authority which the license is granted.

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b). List any skills and/or experience you may have in firefighting or related work areas.

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### Employment:

In the space provided below, please give a record of your present employment and one former employer (giving your present employer first)

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address \_\_\_\_\_ Phone #: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address \_\_\_\_\_ Phone #: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**References:**

Please list below two individuals who can describe your qualifications for this position. You may use a present member of the Fire Department as one of your choices.

**Reference #1**

Name \_\_\_\_\_ Phone #: \_\_\_\_\_

Address \_\_\_\_\_ Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Reference #2**

Name \_\_\_\_\_ Phone #: \_\_\_\_\_

Address \_\_\_\_\_ Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Do you give your consent to the Fire Department to conduct a records check with the Local/State Police Departments**

Yes \_\_\_\_\_ No \_\_\_\_\_ Initial \_\_\_\_\_

**I hereby apply for membership as a volunteer firefighter for the Town of Windsor Volunteer Fire Department.**

**If found acceptable, I agree to abide by the SOP's, By-Laws and regulations of the Town of Windsor Volunteer Fire Department and the Fire Company to which I am applying.**

\_\_\_\_\_  
**Applicants Signature**

\_\_\_\_\_  
**Date**

## Town of Windsor Affirmative Action Date

The Town of Windsor is an **Equal Opportunity Employer**. Applicants are considered for all positions without regard to race, creed, color, religion, sex, national origin, sexual orientation, ancestry, age, marital, family or veteran status, past or present history of mental disorder, mental retardation, learning disability, or physical disability or handicap including but not limited to blindness.

Because the Town of Windsor is committed to making a concerted effort to recruit qualified applicants from all of the above mentioned groups, we ask that you complete the following questions.

This information will be used solely for affirmative action and recruitment purposes, in accordance with the Americans with Disabilities Act (ADA) and other applicable laws. Submission of this data is voluntary and refusal will not subject you to any adverse treatment. Although completing this information is voluntary, your cooperation will help us with mandated federal and state reporting, and with future recruiting. As required by the ADA and other applicable laws, this data will be kept confidential in an affirmative action file separate from your application.

**Position Applied for:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Check one: Sex**      **Male** \_\_\_\_\_ **Female** \_\_\_\_\_

**Check one: Race/Ethnic Group**

**White:** \_\_\_\_\_ **Black** \_\_\_\_\_ **Hispanic** \_\_\_\_\_

**American Indian,  
Eskimo, Aleut** \_\_\_\_\_ **Asian or Pacific Islander** \_\_\_\_\_ **Other** \_\_\_\_\_

**Check if any of the following are applicable:**

**Veteran** \_\_\_\_\_ **Veteran with Disability** \_\_\_\_\_ **Individual with Disability** \_\_\_\_\_

**Please identify the nature of your disability in the space below if you so choose:**

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**For internal use only:**

**Company 1** \_\_\_\_\_ **Company 2** \_\_\_\_\_ **Company 3** \_\_\_\_\_ **Company 4** \_\_\_\_\_  
**Background check complete** \_\_\_\_\_ **References checked** \_\_\_\_\_  
**Copy of application sent to the Deputy Chief** \_\_\_\_\_



## **Disclosure Regarding Employment Background Report**

The **Town of Windsor** may obtain from *American Screening, LLC PO Box 1444 Hebron CT 06248, 888-251-4044, [www.americanscreening.com](http://www.americanscreening.com)* a consumer report and/or an investigative consumer report ("REPORT") that contains background information about you in connection with your employment or employment application. If you are hired, to the extent permitted by law, the **Town of Windsor** may obtain from American Screening further reports throughout your employment for an employment purpose without providing further disclosure or obtaining additional consent.

The REPORT may contain information about your character, general reputation, personal characteristics and mode of living. The REPORT may include, but is not limited to, credit reports and credit history information; criminal and other public records and history; public court records (e.g., bankruptcies, tax liens and judgments); motor vehicle and driving records; educational and employment history, including professional disciplinary actions; drug/alcohol test results; and Social Security verification and address history, subject to any limitations imposed by applicable federal and state law. This information may be obtained from public record and private sources, including credit bureaus, government agencies and judicial records, former employers and educational institutions, and other sources.

If an investigative consumer REPORT is obtained, in addition to the description above, the nature and scope of any such REPORT will be employment verifications and references, or personal references.

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**Signature**

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**Print name**

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**Today's Date**

Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escriba a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 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](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 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](http://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](http://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](http://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 1-888-667-8688.

• **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.

• **Identify theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://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 1-877-382-4357
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 1-800-613-6743
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 1-877-275-3342
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 of 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051