



OZARK FIRE PROTECTION DISTRICT

Darren White

Fire Chief

dwhite@ozarkfire.org

604 N. 3rd Street PHONE: (417) 581-4436
P. O. Box 917 FAX: (417) 581-4496
Ozark, MO 65721 WEB: www.ozarkfire.org

Dear Battalion Chief Applicant:

Thank you for your interest in becoming a member of the Ozark Fire Protection District. To determine your eligibility, which is the next step in our application process, you must submit the following information before the established and published deadlines listed on the job announcement for this position (if applicable). For your convenience, we are listing all necessary application documents.

- Completed and signed **Application for Employment**
- Completed and signed **Request for Criminal Background Check**
- Completed and signed **Firefighter Application Addendum**
- Completed and signed **Application Letter** (*attached*)
- Proof of current **Fire Certification** (*one of the following*)
 - Copy of Missouri Division of Fire Safety Firefighter II Certificate
 - Copy of Missouri Division of Fire Safety Letter of Verification
 - Copy of IFSAC Seal issued from another state
- Proof of current **First Responder Certification** or higher
- Proof of current **Fire Instructor I**
- Proof of current **Fire Officer I**
- Proof of **NIMS 300/400** or **NFA certificate for Command and Control class(es)**
- Copy of current **Missouri Driver's License** (must provide within 6 months of employment offer)
- Professional **Resume** (*if desired by applicant*)

Submitting copies of any documents not listed above may significantly delay the review of your application and may render your application invalid thereby disqualifying your application.

If you meet the above, the Ozark Fire Protection District will request additional information as the process continues. We look forward to reviewing the materials requested above and wish you continued success in your career.

Sincerely,

Darren J. White
Fire Chief



Ozark Fire Protection District

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INSTRUCTIONS:

Type or print your answers to all questions listed on the application. The Ozark Fire Protection District requires that all individuals interested in employment complete an official application and will accept a professional resume as a supplement to the application form. Applicants must attach copies of all supporting documentation to the official application.

SECTION I: Personal Information

Position for which you are applying (one per application):

Full-Time Part-Time Volunteer _____

Date. _____

Please tell us, how did you find out about this position?

OFPD Website Other Website: _____ OFPD Employee: _____
 Published Ad Other: _____

Please complete (enter all applicable information and check one preferred method of contact):

Home Phone _____ Work Phone _____
 Cell Phone _____ E-Mail Address _____

Name (first)	Name (middle)	Name (last)
Street Address		Have you ever worked for the Ozark Fire Protection District? <input type="checkbox"/> Yes <input type="checkbox"/> No When to When _____ / _____ / _____ _____ / _____ / _____
Apt./Suite		
City	State	Zip Code

Are you legally authorized to work in the U.S.?

Yes No

Can you provide evidence of your eligibility to work?

Yes No

Do you have relatives employed by the Ozark Fire Protection District? Yes No

If so, list name(s) and relationship(s)? _____

Do you have a valid Missouri Driver's License? Yes No

The Ozark Fire Protection District may verify all information, including moving violations.

High School / G.E.D.	Do you have a High School Diploma or G.E.D. Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No Prior to an interview, the District may require official copies of college or university transcripts or High School or G.E.D. certificate or Diploma, or professional certificates.			
College or University	Name	Location	Dates (To and From)	Credit Hours Earned
	Major	Minor	Type of Degree	Date Graduated
College or University	Name	Location	Dates (To and From)	Credit Hours Earned
	Major	Minor	Type of Degree	Date Graduated
College or University	Name	Location	Dates (To and From)	Credit Hours Earned
	Major	Minor	Type of Degree	Date Graduated

List all applicable certificates and/or licenses. _____
 (you may attach a separate sheet if needed)

SECTION II: Employment Record

Beginning with current or most recent dates, provide a comprehensive description of your professional experience.
If you require additional space, attach an additional sheet to this document.

Current or Most Recent Employer _____

Starting Date _____ **Ending Date** _____ **Total Time Employed** _____

Address _____ **City/State** _____ **Phone** _____

Title _____ **Starting Salary** _____ **Ending Salary** _____

Duties _____

Reason for Leaving _____

Employer _____

Starting Date _____ **Ending Date** _____ **Total Time Employed** _____

Address _____ **City/State** _____ **Phone** _____

Title _____ **Starting Salary** _____ **Ending Salary** _____

Duties _____

Reason for Leaving _____

Employer _____

Starting Date _____ **Ending Date** _____ **Total Time Employed** _____

Address _____ **City/State** _____ **Phone** _____

Title _____ **Starting Salary** _____ **Ending Salary** _____

Duties _____

Reason for Leaving _____

Employer _____

Starting Date _____ **Ending Date** _____ **Total Time Employed** _____

Address _____ **City/State** _____ **Phone** _____

Title _____ **Starting Salary** _____ **Ending Salary** _____

Duties _____

Reason for Leaving _____

Have you ever been convicted, plead guilty or no contest, or placed on deferred adjudication or probation for any offense other than traffic violations?

Yes No

Provide details (charges, penalties, where, when, and disposition) _____

By signing below, I certify, authorize, or acknowledge:

That all of the information provided by me on this application for employment and any attachments or supporting documents I submit are accurate. Recognizing that the Ozark Fire Protection District may rely upon information I provide to make an employment decision, I hereby certify that all information herein presented is accurate and free from intentional omission, falsification, or misleading information.

I authorize the Ozark Fire Protection District to conduct background, personal, criminal, employment history, or any type of investigation it may require to determine of my fitness for the position for which I have applied. Additionally, I understand that the District may require a physical, mental, or drug pre-employment screening after the District has made me a conditional offer for employment.

Usual Signature of Applicant

Printed Name of Applicant

Date



OZARK FIRE PROTECTION DISTRICT

604 N. 3rd Street

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Ozark, Mo 65721

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Fax: (417) 581-4496

REQUEST FOR CRIMINAL BACKGROUND CHECK

NAME: _____
Last First Middle Jr. / Sr.

MAIDEN / ALIAS: _____
Last First Middle Jr. / Sr.

SEX: Male Female **DOB:** ____ / ____ / ____ **SSN:** ____ - ____ - ____

RACE: Caucasian Black Hispanic Asian Other _____

ADDRESS: _____
Street / P.O. City State Zip Code

REQUESTING ENTITY

OZARK FIRE PROTECTION DISTRICT
P. O. BOX 917
OZARK, MO 65721
(417) 581-4436

NON-PROFIT POLITICAL SUBDIVISION

REQUEST FOR: ___ EMPLOYMENT ___ VOLUNTEER

This Criminal History Record Check document, signed by the applicant, will serve as written consent to check criminal records and offender information by the requestor. The information obtained shall be confidential and any person who discloses the information beyond the scope allowed in Sections 43, 540 and 589.400 RSMo., shall be subject to prosecution for a Class A misdemeanor.

Signature of Subject of Request Date

APPLICATION LETTER

Date

Ozark Fire Protection District
604 N. 3rd Street
Ozark, MO 65721

Dear Sir or Ms:

As you requested, please find my application, addendum and supporting documentation for your review, then determine if I meet the qualifications you have established to become an employee with the Ozark Fire Protection District. To ensure that I submit all required information, I have completed the checklist you provided below. Please note that I have read and I am submitting only the information you requested.

- Completed and signed Application for Employment
- Completed and signed Request for Criminal Background Check
- Completed and Signed Firefighter Application Addendum
- Completed and signed Application Letter (*this letter*)
- Proof of current Fire Certification (one of the following)
 - Copy of Missouri Division of Fire Safety Firefighter II Certificate
 - Copy of Missouri Division of Fire Safety Letter of Verification
 - Copy of IFSAC Seal issued from another state
- Proof of current First Responder certification or higher
- Proof of current Fire Instructor I
- Proof of current Fire Officer I
- Proof of NIMS 300/400 or NFA certificate for Command and Control class(es)
- Copy of current Missouri Driver's License
- Copy of current Automobile Insurance
- Professional Resume (*if desired by applicant*)

Thank you for your attention to this application and I look forward to hearing from you.

Sincerely,

(signature)