

LICENSES, CERTIFICATIONS, REGISTRATIONS

I possess: a valid Driver's License _____ a valid Commercial Driver's License _____
please list state and number please list state and number

Professional/Technical Licenses and Registrations

Type	State	Number	Expiration Date (if any)

MILITARY SERVICE

Were you in the U.S. Armed Forces: Yes No If yes, what branch? _____

Dates of Services: From: _____ to _____ Rank: _____

Technical Specialization: _____

AWARDS, HONORS, ACHIEVEMENTS, INTERESTS

Please list any awards, honors, achievements, volunteer or community services activities, special interests, hobbies, or any organizations of which you are/have been a member. Please indicate any positions of leadership previously/currently held.

TRAINING AND OTHER QUALIFICATIONS

Please list any training you feel is relevant to the position for which you are applying:

Subject Area of Training	Organization Providing Training	Year Training Received

Please use this area to briefly describe any additional information or special qualifications you have for the position for which you are applying. Please be sure to include any special machinery, office equipment, software, tools, vehicles, or other job-related items.

REFERENCES

Please list three individuals, other than relatives, whom we may contact as references regarding your character, ability, or experience.

Name	Home Phone Number (with area code)	Work Phone Number (with area code)	Type of Reference (personal, professional, educational, etc.)

CERTIFICATION AND STATEMENT OF UNDERSTANDING

I certify that all of the information furnished in this employment application and its addenda is true and complete to the best of my knowledge. I understand that the BST&G Fire District may investigate the information I have furnished and I realize that any misrepresentation or false information in this application and its addenda may lead to withdrawal of any employment offer or termination after employment.

Signature: _____

Date: _____

ACKNOWLEDGEMENT & RELEASE

(Please read thoroughly before signing.)

I hereby acknowledge that I, voluntarily and of my own free will, have applied for employment with the BST&G Fire District with the understanding that they may use a variety of screening procedures to evaluate my qualifications and suitability for appointment. I have been advised that these screening procedures may include, but are not limited to, interviews, criminal record checks, driving record checks, polygraph examinations, written testing, reference checks, background investigations, psychological evaluations, medical examinations, and drug testing. I hereby understand that I would not be required to actually participate in a psychological evaluation, medical examination, or drug test until after I have received a conditional offer of employment. I also acknowledge that I may also be subject to other screening procedures, not specifically listed above. I further acknowledge that any such screening procedures, as reasonably required by the BST&G Fire District, are a prerequisite to my appointment to a position with the fire district.

In addition, I also hereby understand that BST&G Fire District cannot guarantee the confidentiality of the results of, or information obtained through, the aforementioned screening procedures. Rulings of the Ohio Supreme Court relative to the Public Records Act indicate that, with certain enumerated exceptions, records maintained by a governmental entity are a matter of public record and, should a proper request be made by a member of the public for such records, the governmental entity would be required to make such records available to that member of the public within a reasonable period of time. Employment-related documents, with the exception of medical records, maintained by the Fire District relative to the aforementioned screening procedures do not appear to fall within any of the enumerated exceptions.

Therefore, in consideration of my employment application being reviewed and considered by BST&G Fire District I, being at least 18 years of age and under no legal disability, on behalf of my heirs and assigns, hereby release and agree to hold harmless, the BST&G Fire District and any of its agents, employees, or related officials from any and all liability, whatever the type and nature, resulting from the administration of any such screening procedures and/or the release of the results therefrom.

Signature of Candidate: _____

Date: _____

Signature of Witness: _____

Date: _____

PRE-EMPLOYMENT DRUG TESTING CONSENT

I understand that, as a candidate for employment with the BST&G Fire District I must, in order to be appointed to a position with the BST&G Fire District voluntarily consent to, and pass, a urinalysis to detect the presence of drugs in my system. I also understand that I will not actually be administered such a test until I have received a conditional offer of employment. I further understand that my application for employment will be rejected if I decline to sign this consent and thereby decline to be tested, if my test results are confirmed to be positive for the presence of illegal drugs or legal drugs for which I cannot submit sufficient proof that such drugs were legally obtained and used, or if masking agents are detected in any specimen I provide as part of the testing procedure.

I hereby knowingly and voluntarily consent to participate in a substance abuse urinalysis and authorize the BST&G Fire District to conduct, through its designated testing laboratory or other licensed/certified medical professionals/technicians, said urinalysis. In addition, I authorize the designated testing laboratory or other licensed/certified medical professionals/technicians to release any and all information regarding the test(s), including results, to the BST&G Fire District and its representative. I further release the BST&G Fire District, its officers, directors, employees, agents, representatives from any and all claims, suits, causes of action, liability, and damages arising from my submitting to the test(s) and from the information obtained from the test(s).

Signature of Candidate: _____ Date: _____

Signature of Witness: _____ Date: _____

I refuse to consent to a urinalysis.

Signature of Candidate: _____ Date: _____

Signature of Witness: _____ Date: _____

**DRUG AND ALCOHOL TESTING
ACKNOWLEDGEMENT, RELEASE AND CONSENT**

BST&G Fire District is committed to providing employees with a safe, healthy, and productive environment by maintaining a drug and alcohol-free workplace. I acknowledge that the BST&G Fire District has an Employee Drug Testing Policy, which requires Employees to submit to drug and-or alcohol testing on a quarterly random basis; when there is reasonable belief that his/her work performance is adversely affected by the presence of alcohol or illegal drugs in his/her system; and in the event of an accident on District Premises, or involving damage to District Property (post accident). I further acknowledge that the method of testing used by the Fire District would include, but is not limited to, urinalysis, breath testing, and blood analysis.

I understand that I should I be appointed to a position with the BST&G Fire District , I may be required to submit to drug/ alcohol testing one or more times during my employment with the Fire District for the reasons specified above. I also understand that I would be subject to appropriate disciplinary action, including suspension or dismissal, if the results are positive, if masking agents are detected in specimens I provide in conjunction with the testing procedure, or if I refuse to be tested.

I hereby knowingly and voluntarily consent to drug and/or alcohol testing for the reasons specified above after appointment to a position with BST&G Fire District , and authorize the Fire District to conduct, through its designed testing laboratory or other licensed/certified medical professionals/technicians, urinalysis, breath testing, or blood analysis In addition, I authorize the designated testing laboratory or other licensed/certified medical professional /technicians to release any and all information regarding the tests, including their results, to the Fire District and its representatives. I further release BST&G Fire District , its officers, directors, employees, agents, representatives, from any and all causes of action, liability, and damages arising from my submitting to the tests and from the information obtained from the tests.

Signature of Candidate: _____ Date: _____

Signature of Witness: _____ Date: _____

**BST&G FIRE DISTRICT
BACKGROUND REMOVAL STANDARDS**

Pursuant to Revised Code §9.73, the following criteria and/or provisions of state and/or federal law are detailed so as to notify any prospective candidate for employment with the BST&G Fire District of any disqualifying criminal history. This list does not preclude the BST&G Fire District from removing a candidate for consideration for criminal history discovered during the background investigative process.

A. Honesty/Falsification - Candidates will be removed from the eligibility list for any of the following reasons:

1. At any stage of the background investigation process, the candidate fails to disclose or acknowledge the use or purchase of any illegal drug(s), and at a subsequent stage in the process, the candidate admits to the use of an illegal drug, as an adult.
2. At any stage of the background investigation process, the candidate provides substantially inconsistent responses regarding illegal drug(s) or alcohol used or purchased by the candidate, as an adult.
3. At any stage of the background investigation process, the candidate fails to disclose or acknowledge any disqualifying behavior or activity on the part of the candidate, as an adult, relative to, and governed by, any of the Background Removal Standards.
4. Failure or refusal to answer or respond to oral or written questions during any phase of the selection process.
5. Failure to completely answer or respond to any questions contained in the Personal History Questionnaire.
6. Any attempt to distort the psychological examination results.
7. Use or attempted use of political influence to secure employment.
8. Other related and/or similar occurrences, incidents, events, conduct, or behaviors that would be unacceptable or undesirable in a Fire District given the power and responsibilities incumbent to the position.

For purposes of this standard, and Background Removal Standard H., the “use” of drugs occurs when an candidate smokes, puffs, ingests, tastes, injects, inhales, or otherwise tries, any illegal drug, including but not limited to, marijuana, cocaine, anabolic steroids, or chemical inhalants.

B. Family History - Candidates will be removed from the eligibility list for any of the following reasons:

1. A conviction of a misdemeanor crime of domestic violence involving use of force or threatened use of a deadly weapon is a permanent disqualifier under State and/or Federal laws.
2. Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility as determined by the appropriate support enforcement bureau or a court of law within the preceding five (5) years.
3. Intentional violation of any protective or temporary restraining order as determined by a court of law within seven (7) years.
4. Verified or admitted sexual abuse as an adult of one's spouse, ex-spouse, child, stepchild, and parent or other relative or person with whom one lived or has an intimate relationship.

5. Verified or admitted physical abuse as an adult within the last ten (10) years or sexual abuse of one's spouse, ex-spouse, child, stepchild, parent or other relative or person with whom one lived or has an intimate relationship.

C. Employment – Candidates will be removed from the eligibility list for any of the following reasons:

1. Two (2) or more involuntary terminations and/or discharges from employment within the last five (5) years. This shall not include terminations resulting from a business ceasing operations, or resulting from being laid off from a position of employment.
2. Probationary and/or post-probationary termination from any public safety occupation.

D. Military History - Candidates will be removed from the eligibility list for any of the following reasons:

1. Discharge from military service with any classification other than honorably discharged.
2. Conviction of any article of the Uniform Code of Military Justice that would be equivalent to a felony under the Ohio Revised Code (ORC).

E. Traffic – Candidates will be removed from the eligibility list for any of the following reasons:

1. Any conviction of vehicular homicide shall permanently eliminate a candidate from consideration.
2. Driving under the influence of alcohol or drugs:
 - a) Conviction within the past five (5) years, or
 - b) More than one (1) OVI conviction as an adult; or
 - c) More than two (2) OVI convictions, if one of the convictions was as a juvenile.
3. Three (3) moving violations in the past three (3) years as an adult.
4. At the time of the interview or psychological examination, the candidate does not possess a valid driver's license and auto insurance as required by the residence state and if the candidate owns a car.

F. Gambling - The term "gambling offense" shall include any activity defined as gambling by a federal, state, local statute or ordinance in the jurisdiction where the activity occurred. Candidates will be removed from the eligibility list for any of the following reasons:

1. Conviction of a gambling offense, within the last five (5) years.
2. Admission to gambling that has resulted in an unstable financial or credit history within the last seven (7) years.
3. Conviction of or admission to engaging in the promotion of illegal gambling activity wherein the candidate gains a financial benefit.

G. Criminal Activity - Candidates will be removed from the eligibility list for any of the following reasons:

1. Any pattern of theft offenses, within the last five (5) years, which cumulatively exceeds \$1,000.00.
2. Any theft offense within the last five (5) years, which singularly is equal to a felony.
 - a) This standard includes theft of cable TV service(s), if the theft occurred in the last two (2) years.
 - b) This also includes the illegal downloading of music and/or movies

3. Any fraudulent insurance claims or fraudulent applications for welfare, workers compensation, unemployment compensation or other public assistance programs in excess of \$1,000.00.
4. Any admission or conviction of an offense, as an adult, defined as a felony by the federal, state or local law of the jurisdiction where the offense occurred. An admission of a felony offense would be disqualifying unless otherwise addressed by these standards.
5. Any admission or conviction of an offense, as a juvenile of one (1) violent felony as defined by the federal, state or local law of the jurisdiction where the offense occurred.
6. Any conviction of a M-1 or M-2 misdemeanor as defined by the federal, state or local law in the jurisdiction where the offense occurred, as an adult in the last five (5) years or more than one M-1 or M-2 conviction as an adult.
7. Any conviction of more than one (1) M-1 or M-2 misdemeanor as a juvenile, as defined by the federal, state or local law in the jurisdiction where the offense occurred. (Does not include traffic or minor misdemeanors.)
8. Any admission of an offense for carrying a concealed weapon within the last five (5) years if it is defined as a felony by the federal, state or local law where the offense occurred.
9. Any pattern of theft offenses from an employer or during the course of employment as an adult.

H. Illegal Substances– Candidates will be removed from the eligibility list for any of the following reasons:

1. Any use or purchase of drugs of abuse (except marijuana) within three (3) years before application. Drugs of abuse include chemical agents/solvent-based substances and prescription drugs taken for reasons other than intended use, in more than one incident and without a prescription, especially Schedule I, II and III drugs.
2. Any use, purchase, or cultivation of marijuana within one (1) year before application or any time during the selection process.
3. Any illegal manufacture or sale of drugs of abuse, marijuana or prescriptive drugs. If the substance was sold without profit to the candidate, the amount sold was de minimus, and the sale(s) occurred when the candidate was a juvenile or more than five (5) years ago, then the above Rule shall be negated.

For the purposes of this standard, the “purchase” of marijuana or other illegal drugs include those purchases made by pooling of resources or money by the candidate and others for substances for their own use.

I. Candidate non-responsiveness – a candidate shall be removed from the process for any of the following reasons:

1. Failure to appear for pre-interview/interview.
2. Failure to appear for psychological examination.
3. Failure to appear for medical/stress test.
4. Failure to return Personal History Questionnaire or Supplemental Questionnaire, or to respond to phone calls or correspondence from Background personnel.
5. Unable to locate at physical address/phone number/electronic mail address on file.
6. Candidate is no longer interested in employment with the Fire District.
7. Failure to appear for oral board.