



Application Instructions and Qualification for Volunteer Firefighters

Dear Applicant:

Your interest in becoming a Volunteer Firefighter is much appreciated! The application and qualification process include several steps designed to fully examine your capabilities and interest in firefighting. The information which follows, is provided so that you may know exactly what is expected on the application and in the qualifications process.

1. Application Instructions:

- A. Applicants must submit copies of the following along with a complete application form.
 - Copy of High School Diploma or G.E.D. Certificate.
 - A copy of the applicants' Birth Certificate or confirmable verification.
 - Copy of Military Discharge Form.
 - A copy of a Valid Kentucky Drivers License and a current copy of the applicants driving record (if available).
- B. Applications must be submitted to:

**Attn: Human Resources
Shelbyville Fire Department
1040 Main St.
Shelbyville, KY 40065**

Or emailed to beth@shelbyvillefirerescue.com

- C. Other Names and Places of Birth (this information is required to complete the Record's Check).
- D. Conviction record. A non-felony conviction and/or arrests will not automatically remove you from consideration for a Volunteer Firefighter position with the Shelbyville Fire Department. The nature of the conviction and/or arrest and how long ago it occurred will be considered. Give all facts so that a decision can be made. **Failure to disclose any information concerning convictions will be grounds for removal of the applicant for consideration.**

NOTE: You will not be considered for a position with the Shelbyville Fire Department if there is a history of a felony conviction and/or a conviction involving a minor child or a conviction involving illicit drug activity.

- E. Background: All applicants will be subject to a reference check involving verification of your past work experiences and solicitation of an evaluation of previous work experience and performance. Responses relating to a record of arrest or traffic citations will also be verified. Applicants may be subject to a neighborhood investigation and credit check.
- F. The applicant is responsible for notifying the Shelbyville Fire Department of any change of information pertinent to the application form, such as address, telephone changes or email changes etc.

2. Background Investigation:

The background investigation may include verification of information on your application, obtaining and reviewing references from previous employers, interviews with some of your neighbors, a credit check and investigation of your driving, military and police records.

3. Notification of Position:

After the completion of a background investigation, the Shelbyville Fire Department and its Officers shall review the application for approval. Upon approval, the Department will then notify you of your appointment to the Department.

4. Address/Contact Information:

If your name or phone number changes, or if for any reason you no longer wish to be considered, we ask that you notify us immediately. We do not want you to miss hearing from us on any matter due to incorrectly addressed mail, wrong phone number etc...

Before you submit your application, double-check to make sure it is complete, and you have all the necessary attachments.



Volunteer Fire Service Application

Date: _____

Last Name: _____ First Name: _____

SS#: _____ Date of Birth: ____/____/____

Home Address: _____ City: _____

State: _____ Zip Code: _____ Home Telephone: _____

Cell Phone Number: _____ Cell Service Provider: _____

Primary Email Address: _____

Current Employer & Address: _____

Drivers License Number: _____ State Issued: _____ Expiration Date: _____

Do you have any previous Firefighter/Officer Service experience? Yes or No

If yes, please list names and dates you were a member:

Department Name: _____ Date: _____

Department Name: _____ Date: _____

(If more space is required please use the back of form)

Highest Education Completed [High School] – [G.E.D.] – [Some College] – [Other]

If other, list and please explain: _____ Date: _____

List Credit Hours Earned: _____ Date(s) Attended & Name Of Facility:

Do you possess any special skills or trade? If so, please explain:

Are you available for evening and some weekend training? Yes or No

Have you ever been convicted of any violation, misdemeanor, or felony as an adult? (Over the age of 18)
Yes or No

If 'Yes', please explain:

5. I certify that the answers given herein are true and complete to the best of my knowledge.
6. I authorize investigation of all statements contained in this employment application as may be necessary in arriving at employment decisions.
7. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.
8. I understand that this application is the property of the employing organization. This application must be signed and dated before I receive consideration for employment.

Signature: _____ Date: _____



Shelbyville Fire and Rescue

Authorization for Release of Records

I, _____, hereby authorize the Shelbyville Fire Department to request any law enforcement agency, former employer or credit bureau to release all information (including but not limited to traffic, arrest/conviction, and credit records) to the Shelbyville Fire Department.

Social Security Number _____ - _____ - _____

Date of Birth: _____ / _____ / _____

Additional descriptive information may be provided to identify me if necessary or requested. A photocopy of this release shall be considered as effective and binding as the original executed copy.

Applicant's Signature: _____

Applicant's Printed Name: _____

Date: _____