



## **NEW CASTLE FIRE DEPARTMENT**

### **Application for Employment**

An Equal Opportunity Employer. Prospective employees will receive consideration without regard to race, sex, sexual orientation, religion, national origin, creed, color or disability.

#### **New Castle Fire Department Application Information**

Please submit the following items with your application to: New Castle Fire Department Application Process 229 N Main Street, New Castle, IN 47362. These items must be received by **September 22, 2023**.

#### **Please Read Carefully:**

##### ***Application must include:***

1. Copy of valid, non-suspended, non-expired, non-conditional, non-revoked Indiana driver's license.
2. High school transcript verified with a raised seal or a GED result verified with a raised seal.
3. Copy of High School diploma or verification of GED.
4. Birth Certificate.
5. Copy of DD form 214 if you served in any branch of military service.
6. One photograph: Head and shoulder.
7. Any EMS/ fire certifications.
8. Failure to have completed application to the New Castle Fire Department by the close of business **September 22, 2023** will result in application rejection.

***APPLICATIONS WILL NOT BE CONSIDERED UNLESS ALL ABOVE ITEMS  
ARE INCLUDED.***

#### **Minimum requirements for all applicants**

1. Must be a minimum of twenty-one (21) years of age at the time of hire, but not yet forty (40) years of age.
2. Must have high school diploma or GED.
3. Must be a citizen of the United States of America prior to date of application.
4. Residency as required by state law at time of appointment.
5. Must have and maintain a valid, non-suspended, non-expired, non-conditional, non-revoked Indiana driver's license.
6. Must keep the New Castle Fire Department informed of address and telephone number changes during the application process to remain on the list for appointment. If we are unable to contact you your application will be rejected.
7. Must be able to perform the essential functions of the job of a firefighter in a safe manner.
8. Must not have been found guilty in any court of a felony which has not been annulled or expunged.
9. Must maintain a valid and direct telephone service if appointed by the New Castle Fire Department.
10. Must show valid Indiana driver's license for identification at the aptitude exam location to participate.

Signature Page

Read the following statements carefully. If you have any questions, ask to speak with a Battalion Chief or Chief before submitting your application.

I certify that the information contained in this application is correct to the best of my knowledge and I understand that any misrepresentation of any facts, falsification or omissions on this applications grounds for disqualification from further consideration or is sufficient or is sufficient cause for dismissal from employment at the time of discovery by the New Castle Fire Department. My continued employment will depend upon the successful performance required for continued employment with the New Castle Fire Department. I understand that final employment is contingent upon satisfactory completion of all the Applicant Screening Processes.

As an applicant to a position with the New Castle Fire Department, I agree to assist and cooperate with the department and any representative thereof in obtaining the following personal history: educational records, criminal history, driving records and all employment records.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

Once your application is received it will be reviewed and a letter will be mailed to you. Do Not Call the Fire Station. The letter will indicate your status for continuing through the hiring process including the written test date.

The written test and on-site physical test will be conducted on the same day.

You will be required to bring your Driver's License to the test site.

Be sure to have your completed application packet **Submitted to the New Castle Fire Department no later than September 22, 2023.**

**City of New Castle, Indiana**  
**An Equal Opportunity Employer**

**APPLICATION FOR EMPLOYMENT**

- Instructions: 1. Please type or print legibly in black ink.  
 2. All areas must be completed for consideration.  
 3. Return completed form to the Director of Personnel by the closing date.

**POSITION TITLE(S) INTERESTED IN:**

**DEPARTMENT(S) INTERESTED IN:**

**POSTING NUMBER:**

**Applicant Personal Information**

Name of Applicant (last, first, middle)		(For office use only) ID #	
Mailing Address (number and street)			
City:	County:	State:	Zip Code:
Date of Birth: (MMDDCCYY) (If under 18 years)		Highest Education Level:	
U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, enter Visa Type:	Area Code and Telephone: ( )	Additional Telephone: ( )	
The City is requesting your Social Security Number to accomplish statutory hiring purposes. Disclosure is required, this form cannot be processed without it.		Social Security Number:	
Mark the types of employment acceptable to you: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary			
Have you ever worked for the City of New Castle before?	Last Department	Separation Date	Reason for Leaving
<input type="checkbox"/> No <input type="checkbox"/> Yes			

List below all High Schools, Colleges, Universities and/or trade schools attended. A copy of transcripts may be required at the time of interview.

Name/Location of School	From (MO/YR)	To (MO/YR)	Fields of Study	Number of Semester hours completed	Number of Quarter hours completed	Diploma (GED) or type of degree

**Specialized Training or Classes Relevant to the Job**

Title of Specialized Courses	Company/School	Dates Attended	Credits Earned

**Criminal Record**

Have you ever been convicted of a crime, other than minor traffic offenses?  Yes  No  
 If yes, provide information regarding the conviction (offense, date, sentence) on a separate attached sheet.

**Professional Certification**

Are you currently certified, registered, or licensed in any profession in Indiana, Henry County, or New Castle? (If yes, give complete information, including any license or registration number, and attach a copy of certificate if related to the position for which you are applying).	License of Registration Number	Date of Issue	Expiration Date

Yes     No

### Work Experience

1. List below, beginning with your most recent position, all your work experience, including military service and volunteer activities. Attach additional 8-1/2" X 11" sheets of paper if necessary.
2. If your title and duties changed substantially in the course of your service in any one organization, indicate such changes clearly and as separate employment.
3. Please do not submit a resume for this portion of the application.

Title of present or previous job:	From: (MMDDYY)	To (MMDDYY)	Approximate number of hours worked per week:
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Name of employer/Organization and address (number and street, city, state, zip code)	Telephone number (area code)
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Name of supervisor/title:	Number and job types of employees you supervised (if any).
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Describe the duties of your position in order of importance. Indicate what machinery, office equipment and/or computer software you used.

Reason for leaving:	Final Salary
	Per

Title of present or previous job:	From: (MMDDYY)	To (MMDDYY)	Approximate number of hours worked per week:
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Name of employer/Organization and address (number and street, city, state, zip code)	Telephone number (area code)
--	------------------------------

Name of supervisor/title:	Number and job types of employees you supervised (if any).
---------------------------	--

Describe the duties of your position in order of importance. Indicate what machinery, office equipment and/or computer software you used.

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	Per

Title of present or previous job:	From: (MMDDYY)	To (MMDDYY)	Approximate number of hours worked per week:
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Name of employer/Organization and address (number and street, city, state, zip code)	Telephone number (area code)
--	------------------------------

Name of supervisor/title:	Number and job types of employees you supervised (if any).
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Describe the duties of your position in order of importance. Indicate what machinery, office equipment and/or computer software you used.

Reason for leaving:	Final Salary
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	Per	
Have you ever been discharged by an employer: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Please list each type of drivers license you possess:</b>		
Type	State of Issue	License number
Type	State of Issue	License number
Type	State of Issue	License number
Do you have any relatives working for the City of New Castle? (If yes, please list names) <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>References (Please do not list relatives as references)</b>		
Name of Reference:	Area Code and telephone number	
Address (number and street, city, state, zip code)		
Name of Reference:	Area Code and telephone number	
Address (number and street, city, state, zip code)		
Name of Reference:	Area Code and telephone number	
Address (number and street, city, state, zip code)		
Name of Reference:	Area Code and telephone number	
Address (number and street, city, state, zip code)		
<b>Certificate of Applicant and Authorization of Reference and/or Employment Verification</b>		
I certify that there are no misrepresentations in or falsifications of these statements and answers. I am aware that should investigations disclose such, my application may be disqualified, my name removed from all eligible lists, and my future applications may not be accepted. I am also aware that falsification of this application, or any accompanying data, may result in my dismissal from any position with the City of New Castle. I understand that this application form supercedes any other application forms that I have previously submitted to the City of New Castle. I authorize any person, agency, partnership, or corporation having any information concerning my background, educational record, or employment record to release such information. This is to be used for possible employment with the City of New Castle, Indiana.		
Signature of Applicant		Date Signed

**FOR PERSONNEL USE ONLY**

Eligible for Hire     Not Eligible for Hire  (state reasons):

Interview History List position title interviewed for	Date of interview	Interviewed By:	Comments from Interviewer


# City of New Castle, Indiana

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## **Applicant's Request/Waiver to Release Information**

I hereby authorize the release to the City of New Castle, Indiana, a municipal employer, information held by parties regarding my previous employment, conviction history, credit history, driving history, education or degrees earned and hereby release any providers of such information from any liability for providing the same. I understand this information may be reviewed by the City of New Castle, my prospective employer, prior to or during actual employment. I understand this information is to be utilized as part of the employment process only and will not be shared with any persons or outside entities not involved in the selection process. I also authorize investigation into my Worker's Comp claim history if a conditional offer of employment is made to me, in compliance with ADA guidelines, so as to assure I am not being offered a position which could aggravate a previous injury. I hereby acknowledge that the City of New Castle is relying on third party information and cannot vouch for the accuracy of any such information. I therefore release the City of New Castle from any and all liability arising out of any errors or omissions regarding this investigation into my background, and authorize the City of New Castle to proceed with this investigation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_