

Application



West Jackson Fire Department
 69 West Jackson Road
 Braselton, GA 30517
 706-654-2500 Office
 706-654-9227 Fax
 www.wjfd.org

For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Please Print

Position(s) Applied For		Date of Application	
How did you learn about us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative/Friend	<input type="checkbox"/> Website/Social Media	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Other: _____	

Last Name	First Name	Middle Name
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Street Address	City	Georgia	Zip Code
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Home Phone Number

Mobile Phone Number

Email Address

Best time to contact you at home is:	AM	PM
If you are under 18 years of age, can you provide required proof of your eligibility to work?	Yes	No
Have you ever filed an application with us before (including as a Volunteer)?	Yes	No
If Yes, give date: _____		
Have you ever been employed with us before?	Yes	No
If Yes, give date: _____		
Do any of your friends or relatives, other than a spouse, work here?	Yes	No
Are you currently employed?		
May we contact your current employer?		
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?	Yes	No
<i>Proof of citizenship or immigration status will be required upon employment</i>		
Date available for work ___/___/___	What is your desired salary range? _____	
Are you available to work:	_____ Full-Time	Indicate Shift or Non-Shift
	_____ Part-Time	Indicate Shift or Non-Shift
	_____ Temporary	
	_____ Volunteer	
Are you currently on "lay-off" status and subject to recall?	Yes	No
Can you travel if a job requires it?	Yes	No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma or Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills, and extra-curricular activities

Describe any job-related training received in the United States Military

Fire Service Training

- | | | |
|---|---|--|
| <input type="checkbox"/> Module I/Structural Fire Control | <input type="checkbox"/> CPR Training | <input type="checkbox"/> Paramedic |
| <input type="checkbox"/> Module II | <input type="checkbox"/> First Responder | <input type="checkbox"/> HazMat Awareness |
| <input type="checkbox"/> Module III | <input type="checkbox"/> EMT Basic | <input type="checkbox"/> HazMat Operations |
| <input type="checkbox"/> NPQ I | <input type="checkbox"/> EMT Intermediate | <input type="checkbox"/> HazMat Tech |
| <input type="checkbox"/> NPQ II | <input type="checkbox"/> EMT Advanced | |

Other:

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title			
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title			
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title			
Supervisor			
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Additional Information

List professional, trade, business, or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills (Check Skills/Equipment Operated)

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Terminal | <input type="checkbox"/> Spreadsheet |
| <input type="checkbox"/> PC/MAC | <input type="checkbox"/> Word Processing |
| <input type="checkbox"/> Typewriter | <input type="checkbox"/> Shorthand |
| <input type="checkbox"/> WPM _____ | <input type="checkbox"/> WPM _____ |

Production/Mobile Machinery (List)	Other (List)

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

Yes No

References

Name _____	Phone # _____
Address _____	
Name _____	Phone # _____
Address _____	
Name _____	Phone # _____
Address _____	

Applicant's Statement

I certify that the answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 6 months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by written document or by conduct unless such a charge is specifically acknowledged in by an authorized executive of this organization.

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.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview? Yes No

Remarks

Employed Yes No Date of Employment

Job Title Pay Rate

Hired

by

Name and Title

Date

WEST JACKSON FIRE DEPARTMENT

Code of Ethics

Purpose

Studying the importance of human behavior and relationships is an ongoing activity that has been conducted in many forms and manners throughout history. One of the focuses of these studies includes the evolution of ethical norms and principles that have developed across various cultures over a period of many years and as a result of a variety of conditions and circumstances. Ethics comes from the Greek word ethos, meaning character. From a basic point of view, ethics encourage us to consider whether our actions are right or wrong. Character is not necessarily defined by how a person behaves when conditions are optimal and life is good. It is easy to take the high road when the path is paved and obstacles are few or non-existent. Character is also defined by decisions made under pressure, when no one is looking, when that road contains barriers, and the way is obscured. As members of the fire service, we share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty, and honesty in all that we do, all of the time.

The purpose of this Code of Ethics is to establish criteria that encourage West Jackson fire service personnel to promote a culture of ethical integrity and high standards of professionalism in our field and within our department. The broad scope of this standard is intended to mitigate and negate situations that may result in embarrassment and a decline of public support for what has historically been a highly respected profession. We must support these standards of behavior in an effort to assist in maintaining the high level of respect our profession has worked to achieve. Samuel Johnson said that, **“Integrity without knowledge is weak and useless, and knowledge without integrity is dangerous and dreadful.”** We need to accept this ethics challenge and be truly willing to maintain a culture that is consistent with the expectations outlined in this document. By doing so, we can create a legacy that validates and sustains the distinguished fire service institution, and at the same time ensure that we leave the fire service in better condition than when we arrived. With a willingness to change and adjust, we can maintain the valued traditions that distinguish us from other professions and shed any traditions or behaviors that might compromise our future and our legacy.

Code of Ethics

At a minimum, all WJFD firefighters must comply with all applicable federal, state, and local laws, as well as department policies and procedures. However, compliance with these requirements is the minimum standard of expected behavior and performance. In an effort to reflect the highest level of ethical behavior and professionalism, and to guide those our members toward the ethical execution of our profession, we have developed the following code of ethics. As a member of the fire service, we understand that we have the responsibility to conduct ourselves in a way that reflects ethical behavior and performance and maintains the positive public image of the fire service. In doing my part to be successful in this effort, I agree to:

- Give my best effort to make decisions that are consistent with high moral principles and in the interest of protecting and enhancing the integrity, credibility, and public perception of the fire service.
- Always accept responsibility for my actions and accept accountability for the consequences of my actions.
- Support the concept of fairness and value diverse thoughts and opinions.

WEST JACKSON FIRE DEPARTMENT

- Not harass, intimidate, or threaten fellow members of the fire service or the public I serve and accept the moral obligation to stop or report the actions of other firefighters who engage in these behaviors.
- Not discriminate against any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, sex, sexual preference, medical condition, or handicap.
- Not propose nor accept any form of personal reward or favor that may create a conflict of interest, or the appearance thereof, in order to secure special privilege, benefit, advancement, honor, gifts, or any other personal gain for myself, my family, acquaintances, or any business interest.
- Be truthful and honest at all times and assume the responsibility to report instances of cheating and other dishonest acts that compromise the integrity of the fire service.
- Exercise professionalism, competence, respect, and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession and always conduct myself, on and off duty, in a manner so as to not reflect discredit on myself, my department, or the fire service in general.
- Refrain from financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety with my primary responsibilities as a member of the WJFD.
- Meet health and safety standards required to perform my job duties and be respectful and conscious of each member's safety and welfare.
- Not engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety while on duty.
- Recognize that I serve in a position of public trust that imposes stewardship in the honest and efficient use of uniforms and publicly owned resources, including facilities, vehicles, equipment, etc. I also assume the responsibility to ensure that these resources are used judiciously and protected from misuse and theft.
- Use social networking, electronic communications, or other media technology opportunities responsibly and in a manner that does not convey discredit, dishonor, nor embarrass my organization, the fire service, and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.

WEST JACKSON FIRE DEPARTMENT

Acknowledgement

Through my signature below, I acknowledge my intent to accept these responsibilities and confirm that I have received a copy of this West Jackson Fire Department Code of Ethics.

Signature: _____

Printed Name/Title: _____

Date: _____



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Station 1 69 West Jackson Rd, Braselton, GA 30517

Station 2 1875 Ednaville Rd, Braselton GA 30517

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Applicant Record Notification

Notification

Fingerprints submitted will be used to check the criminal history records of the FBI.

Obtaining Copy

Procedures for obtaining a copy of FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.33 or go to the FBI website at <http://www.fbi.gov/about-us/cjis/background-checks>

Change, Correction, or Updating

Procedures for obtaining a change, correction, or updating of an FBI criminal history record are set for at Title 28, Code of Federal Regulations (CFR), Section 16.34

Print Name

Date

Signature



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Applicant,

Thank you for your interest in the West Jackson Fire Department. After you have taken the time to complete the application packet, please carefully go over the list below. The list contains all of the information that we will need to process your application. If these items are not submitted with your application, your application will not be considered.

- Application (5 pages)
- Code of Ethics (3 pages)
- Applicant Record notification (1 page)
- Copy of Driver's License
- Current CPR Card
- Copy of EMT /Paramedic certification
- Copy of High school Diploma/GED
- Copy of all certificates related to the job you are applying for (Firefighter, Pump Operator, Fire Officer, HAZMAT, etc.)
- Relevant NIMS certificates
- This Checklist

-Further documentation may be requested from you according to the position you have applied for.

-Documents such as a copy of your Social Security card and Birth certificate will be requested at a later time, however you are welcome to include them.

If you have any questions please contact me prior to submitting your application packet.

Thank you,

Michael Glover
Captain C-shift
mglover@wjfd.org
706.654.2500