NORTH READING FIRE DEPARTMENT

152 Park Street, North Reading, MA 01864

Chief Donald W. Stats, Jr. P: 978.664.5400 F: 978.664.3618

North Reading Fire Department Informational Letter

The North Reading Fire Department is a Civil Service Department and is actively recruiting and hiring over the next few years due to several known and unanticipated retirements and departures.

The North Reading Fire Department is committed to finding qualified, professional individuals who will maintain the high degree of professionalism.

North Reading Fire Department is a combination department, with 22 fulltime, on-duty members who work 24 hour shifts of 5 on a 1on/1off/1on/5off schedule and a smaller on-call, paid, part-time staff.

Department members, once fully trained, rotate on a weekly basis through 4 positions: Dispatch, Step 1, Step 2 and Driver/Engineer. The Department has signed an agreement and is moving to a Regional dispatch center.

The Department functions at the Paramedic level with 2 ALS ambulances and responds to approximately 2,874 calls for service, annually, with 65% of that response being EMS.

The Department has many opportunities for its members to specialize in different fields within the Fire Service. The Department has members on the Northeast Massachusetts Technical Rescue Team, the State Hazmat Team, as well as, in the past, FEMA MA-TF1 Urban Search & Rescue team. Additionally, the Department relies heavily on paid Specialist positions to accomplish many additional tasks, with some qualifying for an additional paid stipend. In addition to regular pay, there is ample opportunity for overtime.

The North Reading Fire Department is offering trained, MA licensed Paramedics a $10,000 signing bonus for those who qualify and are offered permanent employment with the Department.

If you have any questions, please contact me at the office number in the header or at dstats@northreadingma.gov.

Respectfully,

Donald W. Stats, Jr.

Donald W. Stats, Jr.

NORTH READING FIRE DEPARTMENT

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Primary Application Packet Explanation

Date

Name

Enclosed is your primary application package for the North Reading Fire Department. It consists of the following letters and forms:

1. Authority for Release of Information
2. Truthfulness Letter
3. Letter of Understanding
4. Application for Employment

Please ensure you have all the above mentioned forms.

Read and review all the forms before filling them out.
If you need clarification on any question(s), call me at 978-664-3112 or email: dstats@northreadingma.gov

Please note that most of the forms require your signature.
Please read each document carefully and sign where asked.

You must return the signed "Release of Information" immediately to allow us to start the background Check

We request you return the rest of the remaining application packet and all your supporting documentation to us ASAP however, no later than _____

Respectfully,

Donald W. Stats Jr.

Donald W. Stats
Fire Chief

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Letter of Understanding

Name: _____

Date: _____

I understand that if I am appointed to the North Reading Fire Department I am subject to all the rules and regulations and policies and procedures of both the North Reading Fire Department and the Town of North Reading.

I understand that I will be required to furnish to the North Reading Police and Fire Department certain information as required by the Fire Chief, including but not limited to my education, employment, friends, relatives, military service, neighbors, credit rating, and any other area deemed necessary by the Fire Chief.

I understand that members of the North Reading Police and Fire Department will complete an in-depth background investigation.

I understand and agree that information about me, provided by individuals, and the identity of those individuals are considered confidential and will not be disclosed to me.

I understand that I will be required to furnish the Fire Department with certain information as required by the Fire Chief, including but not limited to certain questions contained on the Applicant Candidate Information Form.

I also understand that I will be required to participate in certain psychological tests required by the North Reading Fire Department and to participate in certain interviews as required by the Fire Chief.

I also understand that I will be required to participate in a complete medical examination conducted by a medical doctor approved by the Town of North Reading, including certain laboratory and other tests, to determine my physical fitness to serve as a firefighter in the Town of North Reading.

I understand that I must complete the requirements listed above successfully, as well as any other requirements set forth by the Fire Chief, within the specified time. Failure to meet these or any other requirements successfully within the specified time will result in my name being withdrawn for consideration as a firefighter in the Town of North Reading, or if already employed, the termination of my employment as a firefighter, subject to the rules and regulations of the Town of North Reading.

I understand that false or misleading information given herein or during interviews will result in my being disqualified from further consideration as a firefighter in the Town of North Reading.

I, _____hereby acknowledge that I have read and understand the content of this letter.

_____ _____

Applicant Signature Date

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Truthfulness Letter

Date

To:

From: Fire Chief Donald W. Stats Jr.

Subject: Truthfulness

One of the most critically important issues that define the effectiveness of any organization is the perception that it is a credible organization. Central to that image is the integrity and truthfulness of the department's employees, through the newest entrant through the top-level managers.

The need for honest, impartial and accurate representation of facts is nowhere more vital than within a fire department where success or failure rests with the degree of public support it receives. Public support can quickly erode where there is a lack of credibility in existence within the organization.

The very basis of an individual's integrity, as perceived by the public, friends and fellow workers is at stake whenever the truth is not told. The loss of integrity by an individual or group of individuals can quickly spread throughout the department.

As Fire Chief, it is my responsibility to maintain the effectiveness of the North Reading Fire Department. This document serves notice that I will not tolerate lying of any kind by any member of this department, including applicants. You are therefore advised that all information disclosed or discovered during the application process will be verified by means of a thorough integrity-based background investigation.

Any statements or omissions, either written or verbal, given by an applicant, which proves to be false or misleading, will result in the applicant being disqualified from further consideration and/or termination from employment with the North Reading Fire Department.

There is no substitute for the truth.

Donald W. Stats Jr.

Fire Chief Donald W. Stats Jr.

I, _____ hereby acknowledge that I have read and understand the content of this letter.

_____ _____

Applicant Signature Date

NORTH READING FIRE DEPARTMENT

152 Park Street, North Reading, MA 01864

Chief Donald W. Stats, Jr. P: 978.664.5400 F: 978.664.3618

Date

Authority for Release of Information

I, _____having filed an application for employment with the North Reading Fire Department, consent to have an investigation made as to my moral character, reputation and fitness for the position to which I have applied and such information as may be received, reported to the appointing authority. I agree to give any further information, which may be required in reference to my past record.

I also authorize and request, every person, firm, company, corporation, governmental agency, court, association or institution having control of any documents, records and other information pertaining to me, to furnish to the North Reading Police and Fire Department any such information, including documents, records, files, regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, and to permit the North Reading Police and Fire Department or any of its agents or representatives to inspect and make copies of such documents, records, and other information.

I hereby release, discharge, and exonerate the North Reading Police and Fire Department, its agents and representatives, and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information or the investigations made by or on behalf of the North Reading Police and Fire Department.

This authority shall continue for one year unless sooner revoked in writing by the applicant.

Date _____

Applicant's Full Name_____DOB _____

Address _____

Applicant's Signature_____Applicant's Phone _____

This application will be kept on file for one calendar year. You must submit a new application after one year from the date of submission, to maintain an active application

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Application for Employment

The following application must be completed in full. Answer each question and use additional sheets if needed. You must provide copies of your driver's license, vehicle registration(s), high school/college certified transcripts, birth certificate, social security card, DD214-long form if applicable, passport, and a recent credit report.

1. PERSONAL IDENTIFICATION

Are you a U.S. Citizen? Yes____No _____

Name_____Date of Birth_____Blood Type _____
First Middle Last *Month / Day / Year*

Address _____
Number Street City State Zip

Nickname(s), maiden or other names by which you may have been known.

_____

Social Security #_____Place of Birth _____

Driver's License #_____State_____Exp. Date _____

Previous Driver's License #_____State_____

Do you currently have a MA License to carry a firearm? No____Yes_____ LTC # _____

Was it ever revoked, suspended or seized? No ____ Yes ____ If Yes describe below.

_____

Have you previously been licensed to carry in another state? No____Yes____Lic. # _____

Was it ever revoked, suspended or seized? No ____ Yes ____ Describe below.

_____

Height_____Weight_____Eye Color_____Hair Color _____

Telephone (cell)_____Email _____

Do you have any tattoos? No____Yes ____

Emergency Contact Name 1_____Relationship _____
Phone_____Address _____

Emergency Contact Name 2_____Relationship _____

Phone_____Address _____

2. RESIDENCES

List all addresses where you have lived (including any schools/colleges/universities) during the past ten (10) years, beginning with the present address. List dates by month and year (If more needed add to supplemental page).

Present _____
From Month / Year *To Present* *How Long Lived there?*

Address _____
 # Street Name *Apt #* *City* *State* *Zip*

Do you own____or Rent____If Rent, landlord name_____Phone _____

Previous 1 _____
From Month / Year *To Present* *How Long Lived there?*

Address _____
 # Street Name *Apt #* *City* *State* *Zip*

Do you own____or Rent____If Rent, landlord name_____Phone _____

Previous 2 _____
From Month / Year *To Present* *How Long Lived there?*

Address _____
 # Street Name *Apt #* *City* *State* *Zip*

Do you own____or Rent____If Rent, landlord name_____Phone _____

3. EMPLOYMENT HISTORY

Have you ever been discharged, asked to resign, furloughed, or put on inactive status for cause, or subjected to disciplinary action in any position? No_____Yes _____ If Yes, for what/explain

Have you ever resigned (quit) after being informed that your employer intended to discharge you?

No___Yes ___If Yes, for what/explain

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Employers

Begin with your current or most recent employment. List all employment held for the past ten (10) years including part-time, temporary or seasonal employment. This shall include any jobs that you received compensation. Include all periods of unemployment. Please indicate if you have concerns that your present job would be in jeopardy if inquiries are made to that employer.
(If more needed add to supplemental page).

Employer 1_____Ok to contact this employer? _____

Address_____

Telephone Number_____Position held _____

Supervisor Name_____Phone _____

Name of Co-Worker_____Phone _____

Date of Employment Start_____End _____

Reason for leaving _____

List any Discipline issues _____

List any Recognition for superior work _____

Reason for leaving _____

Employer 2_____Ok to contact this employer? _____

Address_____

Telephone Number_____Position held _____

Supervisor Name_____Phone _____

Name of Co-Worker_____Phone _____

Date of Employment Start_____End _____

Reason for leaving _____

List any Discipline issues _____

List any Recognition for superior work _____

Employer 3_____Ok to contact this employer? _____

Address_____

Telephone Number_____Position held _____

Supervisor Name_____Phone _____

Name of Co-Worker_____Phone _____

Date of Employment Start_____End _____

Reason for leaving _____ List

any Discipline issues _____ List

any Recognition for superior work _____

4. MILITARY SERVICE

Are you currently a member of the U.S. Armed Forces? No_____Yes_____If Yes, list current unit Location and Rank, Name and Phone Number of Commanding officer.

Have you previously served in the U.S. Armed Forces? No_____Yes _____

(Submit Copy DD-214)From___To_____Branch_____Unit Designation _____ Military Service Number_____Highest Rank Held _____ Type of Discharge _____ **If you received a discharge other than honorable, provide complete details below.**

List any Commendations, Awards or Service Ribbons below.

Describe any disciplinary measures taken against you while in the U.S. Armed Forces (Include court-martial, Captain's masts, non-judicial punishment, etc.)

Issue_____Date _____

Agency_____Location _____

Your age at the time_____Disposition _____

Summarize what happened

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5. EDUCATIONAL HISTORY

High School (If more needed add supplemental page).

Name_____From_____To_____

Address_____Graduated Year _____

Were you ever the subject of school sanctioned discipline because of academic failure or violation of school rules? No_____Yes_____If yes, describe below.

College/Universities (If more needed add supplemental page).

Name 1_____From_____To_____

Address_____

Credits completed_____Major_____Minor_____

Graduated? No_____Yes_____Year_____Degree _____

Were you ever disciplined in any manner to include expulsion, suspension, or any other school related sanctions? No_____Yes_____If yes, describe below.

_____

Name 2 _____ _____ _____

Address_____

Credits completed_____Major_____Minor_____

Graduated? No_____Yes_____Year_____Degree _____

Were you ever disciplined in any manner to include expulsion, suspension, or any other school related sanctions?_____No_____Yes If yes, describe below.

Other Schooling attended (trade, vocational, business, etc.) (If more needed add supplemental page).

Name _____From_____To_____

Address_____ Course of Study_____

_____Graduated? No_____Yes_____Diploma/Certificate_ Were you ever disciplined in any manner to include expulsion, suspension, or any other school related sanctions? No_

_____Yes_____Yes If yes, describe below.

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Special Qualifications or Skills (If more needed add supplemental page).

Ever attended a fire academy? No____Yes____Where/When _____

List below any firefighter related special skills or qualifications you possess.

Were any of those qualifications or licenses aver suspended or revoked? No_____Yes_____Describe below

List below any non-firefighter related special skills or qualifications you possess.

Were any of those Qualifications or licenses aver suspended or revoked? No_____Yes_____Describe below

List any foreign languages you are proficient in:

7. CONVICTIONS, ARRESTS and DETENTIONS

Have you ever been convicted, arrested, summoned into court or detained by a law enforcement agency to include any college or university public safety agency? No_____Yes_____If Yes, list below all such occurrences, including juvenile related below (If more needed add supplemental page).

Police/Public Safety Name_____State _____

Address_____Adult_____Juvenile _____

Incident Date_____Disposition _____ Court Docket # _____

Summarize what happened

Police/Public Safety Name_____State _____

Address_____Adult_____Juvenile _____

Incident Date_____Disposition _____ Court Docket # _____

Summarize what happened

8. CIVIL LITIGATION

Have you ever been a defendant in a civil suit? No_____Yes____If Yes, provide details below.

Have you ever been a defendant in a restraining order, harassment order or no-trespass order? No_____Yes__If Yes, provide details below.

9. Motor Vehicle License/Registration/Violations/Accidents

Has your driver's license ever been suspended or revoked in any state? No_____Yes_____If Yes, provide State, location and reason (s) below.

10. REFERENCES OR ACQUAINTANCES

List five persons who know you well enough to provide current information about you. Do not list relatives or former employers.

Name 1_____Relationship _____

Telephone_____Email _____

Address _____

Name 2_____Relationship _____

Telephone_____Email _____

Address _____

Name 3_____Relationship _____

Telephone_____Email _____

Address _____

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11. MISCELLANEOUS

List any Civic Activities, Volunteer Groups, Sports, and Hobbies you have participated in?

Have you ever used any illegal drugs or substances? No_____Yes_____If Yes, What/Explain?

If Yes above, when was the very last time you used illegal drugs or substances?

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THIS APPLICATION MUST BE SIGNED IN THE PRESENCE OF A NOTARY REPUBLIC

14. AUTHENTICATION

I, _____, hereby certify that there are no willful misrepresentations, omissions, falsifications to questions in the foregoing application/statements.

I am fully aware that any such misrepresentation, omissions, falsifications will be grounds for immediate rejection of this application or subsequent termination of employment.

Attach a current color photo to last page of this packet

_____ _____

Applicant Signature Date

Notary Name _____

Notary Phone _____

My Commission Expires _____

Notary Seal