



*Edmund B. Armstrong
Chief of Department*



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*111 Veterans Memorial Drive.
Warwick, R.I.
02886*

**APPLICATION FOR
ELIGIBILITY LIST FOR THE
WARWICK FIREFIGHTER RECRUIT SCHOOL**

**WARWICK FIRE DEPARTMENT
WARWICK, RHODE ISLAND**

2015



FIREFIGHTER APPLICATION INSTRUCTIONS

1. Read the entire application completely
2. Answer all the questions contained within the application form
3. Do not submit an uncompleted application
4. You must have the original with you and submit a photocopy of the following documents with your completed application
 - A. Birth Certificate or Naturalization Papers (Minimum age 18 (at time of application), Maximum age 30; (cannot have reached your 31st birthday prior to entry into recruit school)
 - B. Motor Vehicle Operator's License
 - C. High School Diploma or G.E.D.
 - D. Must furnish a certified copy of your Drivers Record (obtained within 90 days prior to application) from Operator Control Office – Registry of Motor Vehicles of the State in which you reside.
 - E. Must furnish a certified copy of criminal background check (obtained within 90 days prior to application) from the Department of Attorney General of the State in which you reside.
5. Prior to the start of the recruit academy, applicants must provide proof of:
 - 1) a valid Rhode Island Emergency Technician (EMT), EMT-Cardiac or Paramedic License, or a valid National Registry of Emergency Medical Technicians (NREMT) certification at the EMT, Advanced Emergency Medical Technician (AEMT) or Paramedic level.
 - 2) a valid Rhode Island Firefighter Physical Performance Assessment Testing Certificate issued by the Rhode Island Association of Fire Chiefs.
6. All documentation must be submitted by the applicant.
7. If you fail to provide these items at the time you submit your application, we will not be able to process your application.

Telephone inquiry: 401-468-4042

On-site inquiry: Warwick Fire Department Headquarters
Training Office
111 Veterans Memorial Drive
Warwick, RI 02886
8:00 am to 4:00 pm Monday-Friday

Application Requirements:

- 1.) US Citizen or US-INS Qualified for Employment
- 2.) 18 Years of age and have not reached 31 years of age prior to entry into recruit school.
- 3.) Have no felony criminal convictions
- 4.) Have a High School Diploma or GED Certificate
- 5.) Hold a Valid Motor Vehicle License

Documents Needed:

The **Original and a Photocopy** of the following documents **MUST** be brought with you at time of application:

- 1.) Birth Certificate or US-INS Papers
- 2.) High School Diploma or GED Certificate
- 3.) Motor Vehicle License Photo Identification
- 4.) EMT License (if currently held)
- 5.) Drivers License Record (within 90 days of application)
- 6.) Criminal Background Check (within 90 days of application)

NOTE: Legible copies must be provided and will be retained.

Application and Selection Process:

- 1.) Written Application with required documents
- 2.) Written Examination 60%
- 3.) Oral Interview 40%
- 4.) A list, ranking all of the applicants by score, will be developed from which offers to enter the recruit school will be made.

Conditional Offer of Employment:

The following requirements **MUST** be met before an offer of employment is extended:

- 1.) Background Investigation
- 2.) Medical Exam with drug screening, Drug Free, No-Smoking Agreements.
- 3.) Graduate from Recruit School
- 4.) Rhode Island EMT-C License must be obtained within one year of appointment at your expense.

Hiring Process:

- 1) Recruit Candidate
- 2) Conditional Offer of Employment
- 3) Sworn-in as Probationary Firefighter based on Recruit School Ranking
- 4) Firefighter Grade 2 after one year as Probationary Firefighter

Firefighter's Position Information:

Recruit Training Academy
Minimum of 18 Weeks

Stringent Physical Fitness Requirements

Grade 3 Firefighter positions filled based on Recruit School Ranking

Essential Job Function:

See "Recruitment Application Handout"

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME? INCLUDING, DRIVING WHILE UNDER THE INFLUENCE AND TRAFFIC VIOLATIONS. IF YES, COMPLETE THE SECTION BELOW.

CHARGE	DATE	CITY	STATE	DISPOSITION
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

II. EDUCATIONAL DATA
HIGH SCHOOL DIPLOMA
OR
G.E.D.

1. _____
NAME OF INSTITUTION

CITY STATE

COLLEGE HISTORY
OR
TECHNICAL SCHOOLS

2. _____
NAME OF INSTITUTION

CITY STATE

COURSE OF STUDY

DEGREE/DATE

3. _____
NAME OF INSTITUTION

CITY STATE

COURSE OF STUDY

DEGREE/DATE

RHODE ISLAND EMT LICENSE:

NUMBER DATE OF EXPIRATION

III. EMPLOYMENT DATA

MILITARY:

BRANCH OF SERVICE

ENLISTMENT DATE RANK

DISCHARGE DATE RANK

DATES OF SERVICE TO _____

SERVICE NUMBER

DISCIPLINARY ACTION DATE

DISHONORABLE DISCHARGE DATE

RESERVE STATUS FULFILLMENT DATE

CURRENT APPLICATION FOR SERVICE

YES _____ NO _____ STATUS _____

OCCUPATION:

1. _____
COMPANY NAME

ADDRESS

CITY STATE ZIP

DATES OF EMPLOYMENT TO _____

POSITION HELD

REASON FOR LEAVING

**III. EMPLOYMENT DATA
CONTINUED**

OCCUPATION: 2. _____
COMPANY NAME

ADDRESS

CITY STATE ZIP

TO _____
DATES OF EMPLOYMENT

POSITION HELD

REASON FOR LEAVING

OCCUPATION: 3. _____
COMPANY NAME

ADDRESS

CITY STATE ZIP

TO _____
DATES OF EMPLOYMENT

POSITION HELD

REASON FOR LEAVING

IV. PREVIOUS RESIDENCES

1. _____
ADDRESS

CITY STATE ZIP

DATES OF RESIDENCE

2. _____
ADDRESS

CITY STATE ZIP

DATES OF RESIDENCE

3. _____
ADDRESS

CITY STATE ZIP

DATES OF RESIDENCE

4. _____
ADDRESS

CITY STATE ZIP

DATES OF RESIDENCE

AFFIRMATION STATEMENT

I hereby affirm that all the preceding statements are true to the best of my knowledge and belief. I further understand that any false statements shall be grounds for immediate application rejection, and if discovered after my appointment, my immediate dismissal from the City of Warwick Fire Department.

Print name in full

Applicant signature in full

date

**City of Warwick
Personnel Department
Affirmative Action File**

Applicant:: _____

Address: _____
Street, City State Zip Code

Telephone No.: _____

Information Required By Federal Law

Female Male

White Black Asian/Amer. American Indian Spanish/Hispanic Other

F O R O F F I C E U S E O N L Y
Personnel Action

Promotion New Job Opportunity Title Grade Offered

Hired Refused Not offered

Reason _____

Interviewer: _____ Date: _____

Signature Date