



Amherst Fire Department

Office of the Chief

414 Church Street • Amherst, OH 44001

Main: (440) 988-4117 • Fax: (440) 988-3034

bdimacchia@amherstfire.org

To Prospective Applicants,

Thank you for your interest in applying to become a member of the Amherst Fire Department. Please take into consideration that your commitment can be very time-consuming. The Amherst Fire Department operates on an on-call basis and does not maintain a staffed fire station. Our residents rely on us to deliver professional, dependable service in their times of greatest need.

Some of the job requirements are:

- Be at least 21 years of age
- Reside within the City of Amherst or nearby (with approval)
- Successfully pass a background check
- Pass a medical examination and drug screen
- Complete a one-year probationary period
- Obtain Ohio FF1 certification and possibly EMS training
- Attend weekly training and meetings (held Tuesday evenings or Wednesday mornings)
- Meet the minimum monthly emergency response requirements

If you believe you can fulfill these commitments alongside your current job and personal life, we encourage you to fill out an application packet and make an appointment with me to discuss further.

Thank you again for your interest in the Amherst Fire Department.

Chief Brandon Dimacchia

Applicant's Statement

I, _____, understand that this is an application for employment and
(PRINT applicant name here)
not an employment contract.

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that the City may make a thorough investigation of my entire work and personal history and may verify all data given in my application for employment-related documents or interviews.

Initial

I authorize such investigation and release from liability any person(s) giving or receiving such information. I understand that falsification of data so given, or other derogatory information discovered as a result of this investigation, may prevent my being hired, or if hired, may subject me to immediate dismissal.

Initial

I understand that if the City offers me employment, the offer of employment will be contingent upon me taking and passing a drug/alcohol test as a condition of employment and further understand that I may be required to submit to additional pre-employment testing as may be required for the job.

Initial

I understand that if the City offers me employment, I am required to abide by all rules and regulations of the City, and that the City retains the right to establish, modify, and change those regulations including those pertaining to scheduling, overtime, and shift assignments. I understand that if hired by the City, my employment can be terminated by the City subject only to applicable laws and regulations.

Initial

I am aware this application is a "Public Record" as defined by Ohio Public Records law and will be treated in accordance with that law.

Initial

Signature of Applicant

Date



**Amherst Fire Department
414 Church St.
Amherst, OH 44001**

440-988-4117

EMPLOYMENT APPLICATION

We consider all applicants for all positions without regard to race, color, religion, gender, national origin, sexual orientation, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status, as long as they are able to perform the essential functions of the job with or without reasonable accommodation. We will not refuse to hire an applicant because of disability so long as the disabled applicant is qualified to perform the essential functions of the job with or without reasonable accommodation.

Applicant Information

Full Name: _____

Phone: _____

Email Address: _____

Home Address: _____

City: _____ State: _____ ZIP: _____

Position Information

Are you currently employed by the City of Amherst or Lorain County? ☐ Yes ☐ No

If yes, Position: _____ Department: _____

Years Employed: _____

Motor Vehicle Driving Record

Have you had more than one at-fault traffic accident in the past three years? ☐ Yes ☐ No

Have you had more than two minor driving convictions in the past three years? ☐ Yes ☐ No

Have you had any major driving convictions in the past seven years? ☐ Yes ☐ No

Availability

Date Available to Start: _____

Do you have a valid Ohio Driver's License? ☐ Yes ☐ No

License Number: _____ Class: _____

Education

High School: _____ Graduation Year: _____

Additional Education (College, Fire Academy, Technical Training): _____

Certifications Held (if any): ☐ Firefighter I/II ☐ EMT-B ☐ EMT-P ☐ CPR/First Aid

Other: _____

Experience *(Experience is preferred but not required.)*

Do you have previous firefighting, EMS, or public safety experience? ☐ Yes ☐ No

If yes, please describe below:

Agency/Organization Name: _____

Position Held: _____ Dates: _____ to _____

Duties: _____

(Attach additional pages or a résumé as needed.)

Employment

Current Employer: _____

Position and years there: _____

Address: _____

Phone: _____

Supervisor: _____

Military Service Record

Branch: _____

Dates of Duty: _____

Date of Discharge (Attach copy of discharge certificate): _____

References

Name: _____ Phone: _____

Relationship: _____ Years Known: _____

Name: _____ Phone: _____

Relationship: _____ Years Known: _____

Acknowledgment & Signature

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false information may disqualify me from further consideration or result in dismissal if hired. I understand that a background check, residency verification, physical exam, and drug screening may be required as a condition of employment.

Applicant Signature: _____ Date: _____

For Office Use Only

_____ Applicant's Statement

_____ Application

_____ Notarized Background Check Disclosure

Date Received _____

Disclosure About a Background Check

A "consumer report" is a background screening report that may include information about your criminal history, sex offender registry status, credit history, driving history, education history, employment history, professional licenses, name, social security number and other information about you. "Employment purposes" includes evaluating you for employment, promotion, reassignment, or retention. The Federal Trade Commission's staff has said that the term may apply to employees, independent contractors, independent agents, and volunteers.

Authorization for Background Check

By signing below, you acknowledge that (a) you have received the following separate document(s), (b) they are clear, conspicuous, and separate from any other documents, (c) you have read and understood the document(s), and (d) the City of Amherst may rely on them for one or more background investigations and resulting reports:

- A Summary of Your Rights under the Fair Credit Reporting Act
- A copy of this signed page(s) if requested

I, _____ hereby acknowledge that I authorize and permit the City of Amherst Ohio to (a) obtain one or more "consumer reports" from a consumer reporting agency for employment purposes, (b) authorize any consumer reporting agency from whom the City of Amherst requests those reports to obtain information about me from any public or private information source, (c) authorize anyone to provide information about me to that consumer reporting agency, (d) authorize and instruct that consumer reporting agency to provide those reports to the City of Amherst, (e) consent to those reports including fitness-for-duty assessments, drug tests, alcohol tests; and (f) authorize the City of Amherst to share those reports with others for legitimate business purposes related to your application or relationship with the City of Amherst.

I acknowledge that a fax, image or copy of this authorization is as valid as the original.

Signature _____ Date _____

Date of Birth: _____ Social Security # _____

Application will not be accepted if the following oath is omitted. You **MUST PERSONALLY SIGN THIS IN THE PRESENCE** of a Notary Public. This oath must be sworn **BEFORE** application is returned.

State of Ohio
County of _____, §

_____ being duly first sworn on oath says that the statements made and subscribed to in the foregoing application are true.

(Signature of Applicant) _____

Subscribed in my presence by the said affiant and sworn before me this

_____ day of _____, 2_____.

SEAL

Para informacion en Espanol , visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The Federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA> **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Finance Protection Bureau, 1700 G Street NW, Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you- must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will e required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your creditworthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that credit scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverified information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than 7 years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specified those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-567-8688.
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

Consumers Have the Right to Obtain a Security Freeze

You have the right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities

related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active-duty military personnel have additional rights.** For more information visit www.consumerfinance.gov/learnmore.

States may enforce FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information contact your state or local consumer protection agency or your state Attorney General.