



DEPARTMENT OF HUMAN RESOURCES

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FIREFIGHTER REQUIRED DOCUMENTS CHECKLIST

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

The following items are required to be submitted with employment application to determine eligibility for the position of CERTIFIED FIREFIGHTER:

- Completed electronic Employment Application
Copy of High School Diploma or GED
Copy of Paramedic Certification, or;
Copy of EMT Certification (State of Florida Certified or National Registered and currently enrolled in Paramedic School. Transcripts are required to prove current enrollment obligation has been met. Unofficial transcripts are acceptable for initial application.) Must obtain Paramedic Certification within 2 1/2 years of the date of hire and subsequently cleared by our Medical Director within six (6) months of obtaining said Certification.)
Copy of Firefighter Certification (Issued by State Fire Marshal)
Copy of Basic Life Support CPR Card (Issued by the American Heart Association or an equivalent agency.)
Tobacco Affidavit - (Must be notarized)
Military Discharge Form - DD214, Member 4 Form (If applicable)
Veterans Preference Form (Required only if claiming Veteran's Preference)
Current Physical Agility Test
EVOC Certification pursuant to FL Statute 401.281(1) (e) (Must obtain within six (6) months of employment.)
Copy of Social Security Card
Copy of Birth Certificate or completion of Acknowledgement of Certificate of Naturalization Form (available in Human Resources)
Copy of State of Florida Class "E" Driver's License
Driving Profile (Must submit Lifetime record and cannot be more than thirty (30) days old.)
Dispositions (If applicable - Must submit for criminal i.e., felonies/misdemeanors, and/or traffic criminal driving offenses. Obtainable from the Clerk of Courts in the county where the offense occurred. This document is issued by the Court to state the outcome of a criminal case.)

Notes:

Three horizontal lines for notes.

FOR OFFICE USE ONLY

Date PHQ issued: \_\_\_\_\_
Date PHQ due: \_\_\_\_\_
Date PHQ returned: \_\_\_\_\_
Accepted by: \_\_\_\_\_