



Clearcreek Fire District

Fire Protection and Paramedic Service

Fire Department Application Process Instructions

The application forms need to be filled out, printed and mailed or delivered to the Clearcreek Fire District for interest in any position with the Clearcreek Fire District from Assistant Chief to Part Time Firefighter/EMT. Please follow these instructions carefully and completely. Any applications received where the instructions are not followed risk being disqualified for a position.

Application

The application file is a PDF file that can be filled out on your computer. Please fill out the form in its entirety and print. If an area does not apply to you, please place "DNA" in the box. There are check boxes that may need to be filled out by hand and there is a signature line that needs to be an original signature. If you need additional space for previous employment, fill out page #3 and print that page only with each set of employers that you enter. It can be done multiple times. Once you have completed filling out the forms, use the print button at the top of page #1 or your normal computer printing function.

Information Packet

Along with the application is an information packet that must be completed. This packet is 15 pages in length and is also in a PDF file that can be filled out on your computer and printed.

Page 1 – Checklist - Use this to keep track of your paperwork and complete it and use it to assist you through the application process. The checklist must be signed and turned in with application

Pages 2-4 – Expectations – Yours to keep and read.

Pages 5-8 – Exclusion Criteria – Yours to keep and read.

Pages 9-13 – Various Paperwork – Please read each form, print and sign each form and obtain the required documentation and signatures. These forms must be turned in with the application packet.

Pages 14-15 - Fact Sheet – Complete these forms and return them with the application along with all requested required documentation that is for.

Submission

All application packets must be returned to the Clearcreek Fire District by mail, commercial delivery service, private courier or personally delivered. The address for delivery is:

**Clearcreek Fire District
925 S. Main St
Springboro, Ohio 45066
Attn: Fire Chief**

The Clearcreek Fire District is not responsible for lost or undeliverable packages. The Clearcreek Fire District is also not responsible for applications that are received later than the posted specified deadline.

Applications will be accepted year round but will only be kept active for 6 months for positions that are not posted.

For posted positions, applications must be received by the Clearcreek Fire District by the date and time described in the posting. The Clearcreek Fire District accepts no responsibility for application packets that are late due to postal or delivery complications. Any packets received after the deadline will not be included in the posted position offering.