



## OKALOOSA ISLAND FIRE DISTRICT

104 Santa Rosa Boulevard  
Fort Walton Beach, FL 32548  
(850) 244-5373 x201 Fax: (850) 244-3911  
[www.okaloosaislandfire.com](http://www.okaloosaislandfire.com)

### ***APPLICATION PACKAGE INSTRUCTIONS***

#### **All applicants will be reviewed for the following items:**

You must meet the requirements of Florida Statute 633.34, Firefighter qualification for employment.

You must have a high school diploma or G.E.D

You must have a clean criminal and driving record. (Prior arrests or convictions will be reviewed against the Florida Statutes to determine eligibility).

Your driving record will be reviewed as you must be qualified to operate Okaloosa Island Fire District vehicles.

You must be in good physical health, tobacco-free for twelve (12) months prior to applying and be able to perform the tasks associated with the duties of a Firefighter.

#### ***PART 1 Application***

##### **1. Complete the application in full.**

- a. Attach copies of any licensures or certifications that you have. A resume may also be attached.
- b. Attach a copy of your high school diploma (or G.E.D) and any college degree(s) to the application.
- c. Attach a copy of your driver's license (front only) to the application.
- d. Attach a copy of your immunization record to the application. (Please identify if you do not have one.)
- e. Additionally, obtain a copy of your driving record from the clerk of court and attach to the application.
  - i. If you have lived in Florida for less than five (5) years, you will also need a copy of your driving record from your previous State of residence.

##### **2. Return the completed package to the Administrative Office of the Okaloosa Island Fire District.** (We are not responsible for lost or missing packages that are not hand delivered to the Administrative Office).

Your application package will be reviewed. If it meets with the Okaloosa Island Fire District current guidelines then you will move on to Part 2. If all information required is not provided the application will not be accepted.

#### ***PART 2 Written Test, Physical Agility Test and Swim Test*** (These will be scheduled at a later date.)

1. You will be notified that you are scheduled for a written test of which you must achieve a 70% or greater to move on in the application process.
2. A physical agility and swim test will follow the written examination.
  - a. All testing consists of information, tasks or simulations of tasks that Okaloosa Island Firefighters normally perform.
  - b. The specific guidelines will be provided to you prior to testing.

#### ***PART 3 Personal Interview***

1. You will be notified of your scheduled time for this interview.



**OKALOOSA ISLAND  
FIRE DISTRICT**  
104 Santa Rosa Boulevard  
Fort Walton Beach, FL 32548  
(850) 244-5373 x201 Fax: (850) 244-3911

**APPLICATION**

Date of Application: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

**PERSONAL INFORMATION**

*Name* \_\_\_\_\_  
Last, First, Middle Suffix, Jr., III, etc.

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Exp. \_\_\_\_\_ Class \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Phone ( ) - ( ) - ( ) - \_\_\_\_\_  
Cell Work Other Email

Phone numbers and e-mail addresses are not for public release as they are used only as contact information for the purpose of hiring. Are you at least 18 years of age? **Yes No**

**CURRENT EMPLOYMENT**

Employer Name		Phone	Supervisor
Date Employed	Position	Date Left Employment	
Reason for leaving			
<small>If less than three years list previous employer</small>			
Employer Name		Phone	Supervisor
Date Employed	Position	Date Left Employment	
Reason for leaving			

**BACKGROUND INFORMATION**

Have you ever been arrested? **Yes No** Have you ever been convicted of a crime? **Yes No**

If answered yes to either question list the date and nature of the offense (Use additional paper if necessary) \_\_\_\_\_

**CURRENT INFORMATION**

Are you currently certified as a <b>Florida Firefighter II</b> ?		<b>Yes No</b>
<i>Date of Certification</i>		<i>Certification Number</i>
Are you currently certified?	<b>Florida EMT</b>	<b>Yes No</b>
<i>Date of Certification</i>		<i>Certification Number</i>
Are you currently certified?	<b>Florida Paramedic</b>	<b>Yes No</b>
<i>Date of Certification</i>		<i>Certification Number</i>
Do you hold any other certifications? (i.e. <b>HAZMAT, ARFF</b> , etc.)		<b>Yes No</b>
Are you currently certified? <b>USLA</b>	<b>Yes No</b>	

List other certification on comments section page 2. All copies of certifications must be provided with application.

**PREVIOUS FIRE EXPERIENCE** *(Volunteer or Paid)*

Department Name	Chief
Contact Number ( ) -	Email
Department Name	Chief
Contact Number ( ) -	Email
Department Name	Chief
Contact Number ( ) -	Email

**EDUCATION**

	Name	City & State	Date Graduated	Degree Earned
<b>High School</b>				Diploma or G.E.D. (circle)
<b>Vocational</b>				
<b>College</b>				
<b>Other</b>				

**EMERGENCY CONTACT**

Name	Last, First, MI		Relationship to you	
Address	Street	City	State	Zip
Phone	Home	Work	Cell	

**REFERENCES** *(List three not related to you; at least one current coworker.)*

Name	Last, First, MI		Relationship to you	
Address	Street	City	State	Zip
Phone	Home	Work	Cell	Email
Name	Last, First, MI		Relationship to you	
Address	Street	City	State	Zip
Phone	Home	Work	Cell	Email
Name	Last, First, MI		Relationship to you	
Address	Street	City	State	Zip
Phone	Home	Work	Cell	Email

**COMMENTS**


***I certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how it was discovered.***

---

*Signature*

---

*Date*