



# ROBBINSVILLE TOWNSHIP FIRE DEPARTMENT

1149 Route 130  
Robbinsville, NJ 08691  
Phone: (609) 259-7814 x 113  
Fax: (609) 259-3869

Dear Candidate:

Thank you for your interest in the position of Firefighter with the Robbinsville Township Fire Department. We are seeking committed individuals to assist our department in fulfilling our responsibilities to the citizens of Robbinsville Township and continuing our history of service to our growing community. Currently, we are conducting our Firefighter recruitment/examination process to establish a list for future hiring. As of this date there are no open Firefighter positions within the department.

The Robbinsville Township Fire Department comprises a career Fire Chief, Fire Official, and four shifts of four career staff members composed of one Captain and three Firefighters assigned to a single company. All career staff are trained to rotate through the various riding positions and are assigned to a 24-hour rotating shift with 72-hours off. Compensation and benefits are determined by the Collective Bargaining Agreement (CBA) at the time of hire.

The department responds to approximately 1,100 calls for service annually, including both fire and EMS, and covers an area approximately 20.5 square miles protecting a permanent resident population of 13,642. The department also provides mutual aid response to the surrounding communities.

## **FIREFIGHTER RECRUITMENT**

Application packets may be downloaded during the recruitment period noted below at:

[www.robbinsvillefire.org](http://www.robbinsvillefire.org) or  
[www.robbinsville-twp.org](http://www.robbinsville-twp.org) (Forms and Permits / Fire Department)

### **Application Period:**

**Open – Wednesday, August 3, 2016 at 7:00 a.m.**

**Closed – Friday, August 19, 2016 at 3:00 p.m.**

### Written Examination:

Date – Saturday, September 3, 2016 @ 10:00 a.m.

Location – Robbinsville Township Senior Center – 1117 Route 130

Completed applications must be submitted by the applicant in person during the noted application period at the address below. Candidates must have valid photo identification when submitting applications. Applications cannot be mailed or returned by someone else on your behalf.

**Failure to submit all required documentation will result in an application being deemed incomplete and rejected. Candidates who fail to provide all required information and/or documentation upon submission will not be permitted to reapply.**

Monday through Friday between the hours of 7:00 AM - 3:00 PM  
Robbinsville Township Fire Department  
1149 Route 130  
Robbinsville, NJ 08691

NO PHONE CALLS PLEASE

## **GENERAL REQUIREMENTS / EDUCATION**

Graduation from high school, vocational high school, or possession of an approved high school equivalency certificate.

Must be of good moral character; never convicted of any criminal offense involving moral turpitude, an offense involving dishonesty, or a crime of the third degree or above.

### **AGE**

Applicants must be eligible for enrollment in the New Jersey Police and Firemen's Retirement System (PFRS). Applicant's age must not be less than 18 or one day past their 35<sup>th</sup> birthday as of the official date of hire. Once an applicant has met the definition of veteran for pension purposes, certain periods of military service may be used as an exception to the age requirement. Certain periods of military service may be used on a one-for-one basis to "reduce" one's age for hire. Criteria for this exception are subject to current guidelines specified by the New Jersey Division of Pensions and Benefits.

NOTE: Age limitation does not apply to those who are already members of the Police and Fire Retirement System of New Jersey.

NOTE: When applicants have reached their **35th** birthday, they are considered to be over 35 years old.

### **CITIZENSHIP**

Must be a citizen of the United States and resident of the State of New Jersey.

### **MINIMUM CERTIFICATIONS & EXPERIENCE**

- One (1) year prior experience as a Fire Fighter / Emergency Medical Technician.
- New Jersey State Fire Fighter 1.
- New Jersey State Emergency Medical Technician or NREMT w/ current CPR.
- \*\*National Registry Emergency Medical Technician - You will be required to contact the Department of Health Office of EMS to transfer your National Registry certification if hired\*\**
- Hazardous Materials Operations.
- Basic Incident Command System I-200 and/or Incident Management Level 1.

### **LICENSE**

Appointees will be required to possess a valid New Jersey driver's license at the time of appointment.

### **MEDICAL EXAMINATION**

Applicant should be medically fit and sound, exhibiting no physical impairment which would render the applicant incapable of performing the duties of a firefighter. Applicant must have normal hearing, be able to distinguish color accurately, and have 20/30 corrected vision.

## **REQUIRED APPLICATION DOCUMENTATION**

To qualify for the testing process an applicant must satisfy the following requirements:

Candidates returning **complete** applications possessing all of the necessary requirements will be permitted to advance to the first phase of the examination process. Applications will be assessed by fire department personnel for completeness upon submission.

Please review the included information in this packet to ensure that all qualifications are thoroughly understood prior to application. In order to be considered for employment, candidates must meet the age/residency requirements and the following information and documentation must be submitted:

1. Interested candidates must be a New Jersey State resident and be between the ages of 18 and 35 years of age. Candidates must be 18 years of age by the application closing period date of August 19, 2016.
2. A completed and signed Township of Robbinsville employment application.
3. A personal statement declaring one year prior experience as a Firefighter / EMT. The statement must be signed and dated by the applicant. The statement will be verified.
4. Signed Records Release Form, Consent Form, and Driver History Abstract Form.
5. Copy of high school diploma or equivalent.
6. Copy of State of New Jersey driver's license (or current license – New Jersey driver's license required at time of appointment).
7. Copies of all required certifications as specified (must be current and valid).
  - a. New Jersey Fire Fighter 1
  - b. New Jersey Emergency Medical Technician or NREMTw/ current CPR  
*\*\*National Registry Emergency Medical Technician - You will be required to contact the Department of Health Office of EMS to transfer your National Registry certification if hired\*\**
  - c. Hazardous Materials Operations
  - d. Basic Incident Command System I-200 and/or Incident Management Level 1.

**\*\*DO NOT PROVIDE ADDITIONAL TRAINING OR CERTIFICATIONS AT TIME OF APPLICATION\*\***

## **EXAMINATION PROCEDURE**

The examination and ranking process includes four elements consisting of a written examination, physical performance examination, driving examination, and an oral board interview. Only candidates who submit a completed and accepted application with all minimum requirements met will be invited to participate in the first phase of testing. Applicants must successfully complete an element in order to proceed to the following element. All information regarding the requirements, testing, and hiring process can be located below and in the enclosed document entitled "Robbinsville Township Fire Department Hiring Code" found within this application packet.

In summary, the examination process will consist of:

### **-FIRST PHASE OF TESTING - Written Examination (30%) – Date – 9/3/16 @ 10:00 a.m.**

A written examination will be administered by the Fire Department totalling 100 multiple choice questions which will evaluate reading ability, mathematical reasoning, map reading, writing ability, human relations, and reasoning skills as they pertain to fire department operations. The written examination must be completed within a 2 hour 30 minute time limit with a minimum score of 70 percent. These benchmarks must be attained in order to qualify for the remainder of the testing process. Grading of the examinations will be completed by an outside agency. Candidates will be advised of their examination score via the address provided. If a passing score was attained further information will be provided regarding the second phase of the examination process.

**The procedure for obtaining a written examination orientation guide can be found on page 6 of this document. The orientation guide is optional.**

**Once an examination date is announced, candidates will be required to be present for testing on the date and at the time assigned. There will be no make-up date or rescheduling for any phase of the examination.**

### **-SECOND PHASE OF TESTING - Physical Performance Examination (30%) – Date - TBA**

The applicant, given the proper equipment, will complete a prescribed obstacle course while being timed. The physical performance examination will measure the degree of physical fitness, with emphasis placed on physical strength, endurance, and speed. The obstacle course shall consist of a single, continuous, non-stop series of physical activities. Failure to complete the physical performance test will result in the applicant being ineligible to complete the testing procedure. Information regarding this examination will be provided to candidates who successfully complete the written examination.

**Once an examination date is announced, candidates will be required to be present for testing on the date and at the time assigned. There will be no make-up date or rescheduling for any phase of the examination.**

### **-THIRD PHASE OF TESTING - Driving Examination (30%) – Date - TBA**

The applicant shall perform a driving examination utilizing fire apparatus in accordance with National Fire Protection Association (NFPA) 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications. Applicant will be graded on his/her ability to complete the specified test consisting of an alley dock exercise, station parking procedure drill, serpentine exercise, confined space turnaround, and diminishing clearance exercise. All applicants will begin with a driving score of 100 percent with points deducted for struck cones or performance outside of stated tolerances. A minimum score of 70 percent must be attained in order to qualify for the remainder of the testing process. Information regarding this examination will be provided to candidates who successfully complete the physical performance examination.

**Once an examination date is announced, candidates will be required to be present for testing on the date and at the time assigned. There will be no make-up date or rescheduling for any phase of the examination.**

**-FOURTH PHASE OF TESTING - Oral Board (10%) – Date - TBA**

Each candidate will be required to appear before an oral board. The board will consist of four representatives from the Fire Department and/or Township of Robbinsville. The oral board will ask each candidate the same questions formulated by the board members. The board will prepare a series of questions to be posed to each applicant. The board members will be permitted to ask questions concerning the fire service and problems and qualities that may be encountered by or desired in fire service personnel. Personal background or questions related to experience may also be asked. Information regarding the oral board interview will be provided to candidates who successfully complete the driving examination .

**Once an examination date is announced, candidates will be required to be present for testing on the date and at the time assigned. There will be no make-up date or rescheduling for any phase of the examination.**



## **OPTIONAL ORIENTATION GUIDE**

The following procedure may be used to obtain reference material/orientation guide that may assist in preparing for the written examination:

### **\*\*Obtaining the orientation guide is not a requirement\*\***

Applicants may order the “**CEB/PST Candidate Orientation Guide**” by clicking the following link: <http://www.fpsi.com/fire-orientation-guide-download-disclaimer>. The **CEB/PST Candidate Orientation Guide** can be downloaded on the page following the instruction and disclaimer page that applicants must read and agree to. This will ensure the orientation guide is downloaded successfully. Once the guide is in the FPSI shopping cart, applicants will be given the option to pay with a PayPal account or as a PayPal guest with credit card. The download link will be located on the Order Received-Checkout Page that appears on the FPSI website as soon as payment is submitted and applicants are redirected from PayPal back to FPSI. Applicants must pay close attention to ALL instructions on both FPSI and PayPal’s websites in order to download any guide properly.



# Robbinsville Township Fire Department

## Firefighter - Job Description

### DEFINITION

During an assigned tour of duty: extinguishes fires; performs rescue operations; aids in emergency situations involving hazardous or toxic materials; administers emergency medical treatment; maintains all related equipment, buildings and grounds; does related work. Generally a Firefighter will:

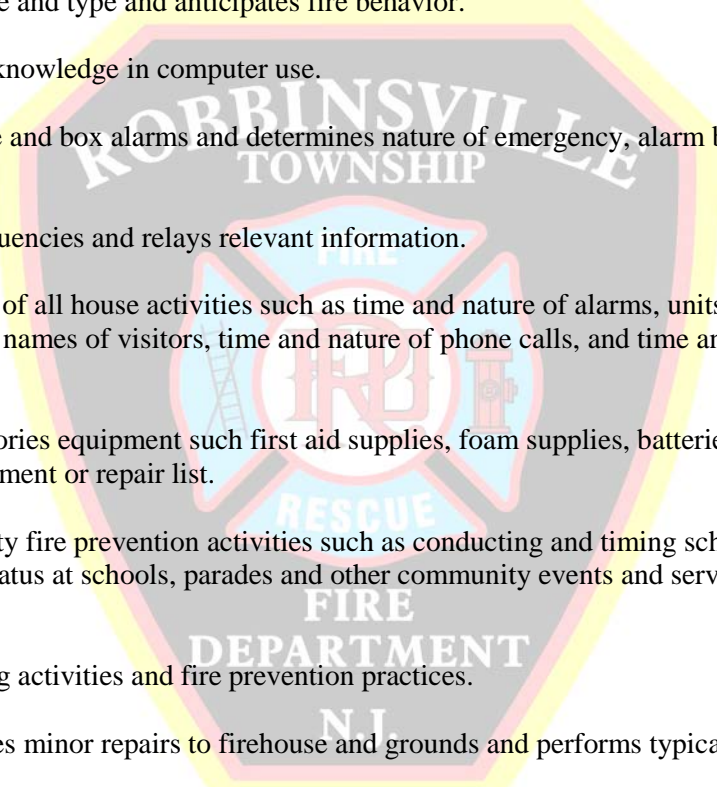
- Take appropriate action to protect life and property.
- Exercise authority consistent with the obligations imposed by the oath of office and in conformance with the policies of the department.
- Abide by all rules, regulations, and departmental procedures and directives governing fire department employees.
- Be accountable and responsible to their supervisors for obeying orders.
- Coordinate their efforts with other employees of the department to achieve department objectives.
- Conduct themselves in accordance with high ethical standards, on and off duty.
- Strive to improve their skills and techniques through study and training.
- Familiarize themselves with the area of authority and responsibility for the current assignment.
- Perform their duties promptly, faithfully, judiciously, and diligently.
- Perform all related work as required.

### EXAMPLES OF WORK

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

- Attend daily roll call and briefing.
- Extricates victims from entrapment.
- Performs rescue operations such as searching for victims, identifying search areas, and guiding or carrying victims.
- Aids victims at scene of emergency by administering emergency medical treatment such as first aid, CPR or EMS treatment.
- May request advice from hospital physician or emergency department.
- Radios the dispatcher for additional help if needed.

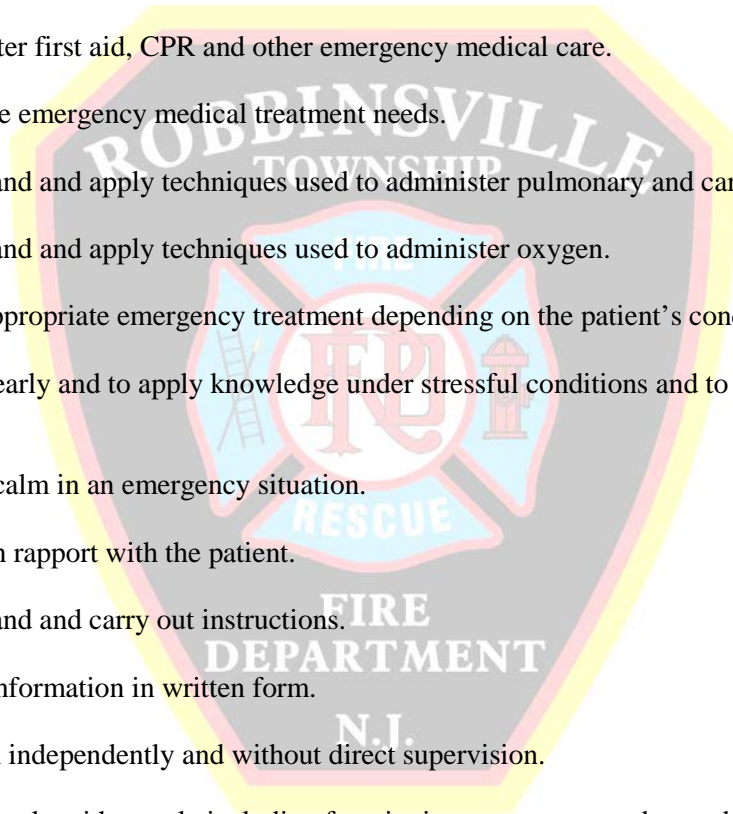
- Reports to the dispatcher the nature and extent of injuries to ensure prompt medical care on arrival.
- Prepares victims for transportation in an ambulance.
- May be required to transport victims to hospital or other emergency treatment facility.
- Loads and unloads equipment.
- Selects best route to scene of emergency.
- Drives and maneuvers fire apparatus for optimal firefighting position.
- Maintains radio communications with emergency personnel and relays information to facilitate firefighting and rescue operations.
- Identifies fire source and type and anticipates fire behavior.
- Must have general knowledge in computer use.
- Processes telephone and box alarms and determines nature of emergency, alarm box nearest regulations.
- Monitors radio frequencies and relays relevant information.
- Maintains daily log of all house activities such as time and nature of alarms, units responding, arrival and departure times, names of visitors, time and nature of phone calls, and time and nature of any unusual events.
- Inspects and inventories equipment such first aid supplies, foam supplies, batteries, and hand tools and prepares replacement or repair list.
- Promotes community fire prevention activities such as conducting and timing school fire drills, demonstrating apparatus at schools, parades and other community events and serves as resource person.
- Explains firefighting activities and fire prevention practices.
- Maintains and makes minor repairs to firehouse and grounds and performs typical household tasks.
- Maintains apparatus, tools, equipment, and protective gear in proper working order and satisfactory condition.
- Maintains and performs minor repairs on fire vehicles.
- Checks all tools and equipment on fire apparatus at start of shift and on return to quarters from emergencies.
- Inspects and maintains air packs, hoses, and other fire apparatus.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.





## **KNOWLEDGE AND ABILITIES**

- Ability to use and maintain firefighting equipment and to learn the theory necessary for effective firefighting and equipment operation after a period of training.
- Ability to apply basic techniques of fighting fires after a period of training.
- Ability to perform strenuous physical activities such as lifting heavy firefighting equipment, climbing standard and aerial ladders, lifting, and carrying people and equipment for rescue and salvage.
- Ability to work under conditions of heavy physical exertion in extreme heat and dust in high and confined areas and smoke filled spaces, and in all kinds of weather and to maintain physical activity for prolonged periods of time.
- Ability to understand and apply principles of emergency medical and first aid treatment.
- Ability to administer first aid, CPR and other emergency medical care.
- Ability to prioritize emergency medical treatment needs.
- Ability to understand and apply techniques used to administer pulmonary and cardiac resuscitation.
- Ability to understand and apply techniques used to administer oxygen.
- Ability to apply appropriate emergency treatment depending on the patient's condition.
- Ability to think clearly and to apply knowledge under stressful conditions and to handle more than one task at a time.
- Ability to remain calm in an emergency situation.
- Ability to establish rapport with the patient.
- Ability to understand and carry out instructions.
- Ability to record information in written form.
- Ability to function independently and without direct supervision.
- Ability to work closely with people including functioning as a team member and to exercise tact or diplomacy and display compassion, understanding, and patience.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.
- General computer knowledge.



## **REQUIREMENTS / EDUCATION**

Graduation from high school, vocational high school, or possession of an approved high school equivalency certificate.

Must be of good moral character; never convicted of any criminal offense involving moral turpitude, an offense involving dishonesty, or a crime of the third degree or above.

## **AGE**

Applicants must be eligible for enrollment in the New Jersey Police and Firemen's Retirement System (PFRS). Applicant's age must not be less than 18 or one day past their 35<sup>th</sup> birthday as of the official date of hire. Once an applicant has met the definition of veteran for pension purposes, certain periods of military service may be used as an exception to the age requirement. Certain periods of military service may be used on a one-for-one basis to "reduce" one's age for hire. Criteria for this exception are subject to current guidelines specified by the New Jersey Division of Pensions and Benefits. NOTE: Age limitation does not apply to those who are already members of the Police and Fire Retirement System of New Jersey.

NOTE: When applicants have reached their 35<sup>th</sup> birthday, they are considered to be over 35 years old.

## **CITIZENSHIP**

Must be a citizen of the United States and resident of the State of New Jersey.

## **MINIMUM CERTIFICATIONS & EXPERIENCE**

- One (1) year prior experience as a Fire Fighter / Emergency Medical Technician.
- New Jersey State Fire Fighter 1.
- New Jersey State Emergency Medical Technician or NREMTw/ CPR.
- \*\*National Registry Emergency Medical Technician - You will be required to contact the Department of Health Office of EMS to transfer your National Registry certification if hired\*\**
- Hazardous Materials Operations.
- Basic Incident Command System I-200 and/or Incident Management Level 1.

## **LICENSE**

Appointees will be required to possess a valid New Jersey driver's license.

## **MEDICAL EXAMINATION**

Applicant should be medically fit and sound, exhibiting no physical impairment which would render the applicant incapable of performing the duties of a fire fighter. Applicant must have normal hearing, be able to distinguish color accurately, and have 20/30 corrected vision.

## **Robbinsville Township Fire Department Hiring Code**

### **E. Fire Fighters; entry level criteria.**

- (1) Each applicant to a paid Fire Fighter position shall have the following qualifications:
- (a) Applicant must be a citizen of the United States and resident of the State of New Jersey.
  - (b) Applicants must be eligible for enrolment in the New Jersey Police and Firemen's Retirement System (PFRS).
  - (c) Applicant shall possess the following certifications and experience:
    - [1] One year prior experience as a Fire Fighter / Emergency Medical Technician.
    - [2] New Jersey State Fire Fighter 1.
    - [3] New Jersey State Emergency Medical Technician or NREMTw /CPR.
    - [4] Hazardous Materials Operations.
    - [5] Basic Incident Command System I-200 and/or Incident Management Level 1.
  - (d) Applicant must possess a valid New Jersey Division of Motor Vehicle driver's license at the time of appointment.
  - (e) Applicant must have a high school diploma or general equivalency diploma and be able to read, write and speak the English language well and intelligently.
  - (f) Applicant must be of good moral character; never convicted of any criminal offense involving moral turpitude, an offense involving dishonesty, a crime of the third degree or above, or any crime that would adversely relate to the position sought;.
  - (g) Applicant should be medically fit and sound, exhibiting no physical impairment which would render the applicant incapable of performing the duties of a fire fighter. Applicant must have normal hearing, be able to distinguish colors accurately and have 20/30 corrected vision.
  - (h) Applicant must pass the prescribed examinations of written, physical agility, driving, oral, medical, and psychology.
- (2) All applicants shall consent to a background investigation, which may include the following:
- (a) FBI record check.
  - (b) State police record check.
  - (c) Local police record check.

- (d) Education record check.
  - (e) Credit bureau record check.
  - (f) Military record check.
  - (g) Past/current employment record check.
  - (h) Interviews of family, friends, neighbors, and acquaintances.
- (3) Each applicant shall possess a general knowledge of the organization and duties required by the Fire Department and have the ability to perform the following duties either as an individual or as a group:
- (a) Forcible entry. Possess knowledge of the tools and be able to make entry to an occupancy with the proper tool in a reasonable amount of time.
  - (b) Self Contained Breathing Apparatus (SCBA). Shall be physically, medically and mentally capable to don Self Contained Breathing Apparatus (SCBA) in a prescribed time and perform firefighting duties with full turnout gear.
  - (c) First aid. Shall be able to perform EMT duties as prescribed by the Department, to an appropriate level of training and gain and maintain certification as determined by the Department.
  - (d) Ropes. Shall have knowledge of the proper care and use of Department rope, equipment, and knots.
  - (e) Salvage. Shall know proper equipment to utilize and, under proper conditions, to protect personal property.
  - (f) Hose, nozzles, appliances. Shall have basic understanding of the use, choice, maintenance, testing and repair and perform basic evolutions on the fire ground in advancing hose lines.
  - (g) Ladders. Shall be able to choose, place, maintain, ascend, and descend the appropriate ladder.
  - (h) Ventilation. Shall be aware of situations and methods of ventilation used by the Department and perform such functions.
  - (i) Inspection. Shall possess a common knowledge of hazardous conditions related to various occupancies and perform public presentations.
  - (j) Rescue. Shall be able to use safe and proper procedures to affect a rescue of a victim in various situations.
  - (k) Sprinklers. Shall possess a basic knowledge in the types, parts, and use.
  - (l) Safety. Shall have the utmost concern for safe Department operations on the fire ground, in station, driving, and be able to identify such conditions and remedy.

- (m) Fire behavior. Shall have a basic knowledge of fire chemistry, behavior, and dynamics.
- (n) Personal conduct. Shall be able to work with others and superior officers, take and perform orders, and function in a team effort.
- (4) Notification. The hiring process will begin by a notification to all Robbinsville Township employees and volunteers through notices posted in all fire stations, township buildings, and notification in the public newspapers stating that the Fire Department is establishing a list for the purpose of hiring entry-level Fire Fighters. The notification will list qualifications required for the position and application information.

(5) Background check.

- (a) Each applicant's fingerprints will be taken and submitted to the State of New Jersey and the Federal Bureau of Investigation to determine the possible existence of a criminal record by the applicant.

(b) Waivers will be obtained and checks conducted in the following areas:

- [1] Driving record;
- [2] Personal credit rating and history;
- [3] High school transcripts;
- [4] Transcripts of higher education;
- [5] Interviews of friends, neighbors, acquaintances, employers (past and present), teachers, clergy, coworkers, law enforcement personnel, and any other person who may know the applicant;
- [6] Personal habits, including, but not limited to, social habits and possible substance abuse;
- [7] Medical history, including present and past injuries and history of sick days taken during periods of employment; and
- [8] Any other area that might affect the applicant's performance as a member of the Fire Department.

(c) The following areas are set forth to list the reasons for which an applicant might fail this phase of the criteria:

- [1] Conviction of a crime;
- [2] Conviction of any crime involving arson;
- [3] Falsification of any pre-employment information;
- [4] Applicant does not possess a valid New Jersey driver's license;

[5] Applicant is not a high school graduate or equivalent;

[6] Applicant, in the opinion of the Fire Chief and/or Deputy Chief, is not of a high moral character based on the results of interviews and background investigation; and

[7] Failure of drug screen.

(6) Testing procedures.

(a) All applicants for the position of Fire Fighter will be administered the following tests, which will be weighted as indicated:

[1] Written examination (30%). A written test will be administered by the Fire Department totalling 100 multiple choice questions consisting of basic fire and EMS related information (*specifically the evaluation of reading ability, mathematical reasoning, map reading, writing ability, human relations, and reasoning skills as they pertain to fire department operations*). The test will be secured at all times and administered by the Fire Chief, Deputy Chief, or officer designated. A minimum score of 70 percent must be attained in order to qualify for the remainder of the testing process. No explanation of answers deemed to be incorrect shall be provided.

[2] Physical performance examination (30%). The applicant, given the proper equipment, will complete a prescribed obstacle course while being timed. The physical performance examination will measure the degree of physical fitness, with emphasis placed on physical strength, endurance, and speed. The obstacle course shall consist of a single, continuous, non-stop series of physical activities. The final score will be determined by total elapsed time taken to complete the obstacle course within a set period of time. Failure to complete the physical performance test will result in the applicant being ineligible to complete the testing procedure.

[3] Driving examination (30%). The applicant shall perform a driving examination utilizing fire apparatus in accordance with National Fire Protection Association (NFPA) 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications. Applicant will be graded on his/her ability to complete the specified test consisting of an alley dock exercise, station parking procedure drill, serpentine exercise, confined space turnaround, and diminishing clearance exercise. All applicants will begin with a driving score of 100 percent with points deducted for struck cones or performance outside of stated tolerances. A minimum score of 70 percent must be attained in order to qualify for the remainder of the testing process.

[4] Oral board (10%).

[a] Each candidate will be required to appear before an oral board. The board will consist of the Fire Chief or Deputy Chief, two Fire Captains, and the Township Business Administrator, the Fire Director or the Mayor (and or) his designees. The oral board cannot be held without the presence of one Chief Officer, that being the Fire Chief or Deputy Chief.

[b] The oral board will ask each candidate the same questions formulated by the board members. The board will prepare a series of questions to be posed to each applicant. The board members will be permitted to ask questions concerning the fire service and problems and qualities that may be encountered by or desired in fire service personnel. Personal background or questions related to experience may also be asked.

[c] Each applicant will be scored by each member of the board in numerical format. The numerical format will be assigned a percentage. There will be no failing score for the oral portion of the testing procedure.

**(7) Ranking of applicants.**

(a) After completion of all phases of the testing set forth in E(6)(a), each applicant will be ranked according to their compiled score. The final ranking will be completed by tallying scores obtained during the written examination, physical performance examination, driving examination, and oral board. The applicants will be ranked numerically.

(b) Following completion of a successful background check as described in E(5) and final ranking as described in E(7)(a), a conditional offer of employment will be made to the top candidate(s). Individuals who receive a conditional offer of employment will be sent for a medical/physical examination, which will include a drug and alcohol screen, and a psychological examination. The conditional offer of employment will be withdrawn if the individual fails the medical/physical examination, tests positive for alcohol or drugs, or fails the psychological examination.

[1] In the event that the individual fails the examinations, the Township may make a conditional offer of employment to the next candidate from the list, who will be required to pass the examinations. This procedure will be repeated until a qualified candidate is obtained or the last ranking applicant has been sent.

(c) The list will be in effect for three years from the date of completion of the testing procedure. The list may be extended for one additional year if the Township Administrator deems it in the best interest of the Township. No list shall be valid for more than four years. Applicants will be hired from this list based on their final ranking and successful completion of all examinations set forth in E(7)(b).

**Employment Application**  
**ROBBINSVILLE TOWNSHIP**

**An Equal Opportunity Employer**

The Township of Robbinsville is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

*Please print and fill out all sections*

**Applicant Information**

Applicant Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Other \_\_\_\_\_

Email Address \_\_\_\_\_

Current Address: \_\_\_\_\_

City \_\_\_\_\_

State & Zip \_\_\_\_\_

How were you referred to Robbinsville Township: \_\_\_\_\_

**Employment Positions**

Position(s) applying for: \_\_\_\_\_

**Are you applying for:**

- Temporary work – such as summer or holiday work?  Y or  N
- Regular part-time work?  Y or  N
- Regular full-time work?  Y or  N

What days and hours are you available for work? \_\_\_\_\_

If applying for temporary work, when will you be available?

\_\_\_\_\_

If hired, on what date can you start working? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Can you work on the weekends?  Y or  N

Can you work evenings?  Y or  N

Are you available to work overtime?  Y or  N

Salary desired: \$ \_\_\_\_\_



**Personal Information:**

Have you ever applied to / worked for Robbinsville Township before?  Y or  N

If yes, please explain (include date): \_\_\_\_\_

Do you have any friends, relatives, or acquaintances working for Robbinsville Township?

Y or  N

If yes, state name & relationship: \_\_\_\_\_

If hired, would you have transportation to/from work?  Y or  N

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.)  Y or  N

If hired, would you be able to present evidence that you legally can work in the United States?  Y or  N

If hired, are you willing to submit to and pass a controlled substance test?  Y or  N

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?  Y or  N

If no, describe the functions that cannot be performed

\_\_\_\_\_  
*(Note: Company complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)*

Have you ever been convicted of a criminal offense (felony or misdemeanor)?

Y or  N

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case. \_\_\_\_\_

*(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)*

**Education, Training and Experience**

**High School:**

School name: \_\_\_\_\_

School address: \_\_\_\_\_

School city, state, zip: \_\_\_\_\_

# of years completed: \_\_\_\_\_

Did you graduate?  Y or  N

Degree / diploma earned: \_\_\_\_\_

**College / University:**

School name: \_\_\_\_\_

School address \_\_\_\_\_

School city, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_

Did you graduate?  Y or  N

Degree / diploma earned: \_\_\_\_\_

**Military:**

Branch: \_\_\_\_\_

Rank in Military: \_\_\_\_\_

Total Years of Service: \_\_\_\_\_

Skills/duties: \_\_\_\_\_

Related details: \_\_\_\_\_

**PERSONAL REFERENCES:**

Please list three (3) personal references of individuals who are not related to you.

1. \_\_\_\_\_  
(Name) (Phone Number)  
\_\_\_\_\_  
(Address)

2. \_\_\_\_\_  
(Name) (Phone Number)  
\_\_\_\_\_  
(Address)

3. \_\_\_\_\_  
(Name) (Phone Number)  
\_\_\_\_\_  
(Address)

**\*PLEASE READ CAREFULLY BEFORE SIGNING\***

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by the Township of Robbinsville that such employment with the Township of Robbinsville is at will, for no specified duration and may be terminated by either the Township of Robbinsville or myself at any time, with or without cause or notice.

I understand that none of the documents, policies, procedures, actions, statements of the Township of Robbinsville or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of the Township of Robbinsville except the Township Administrator has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the Township Administrator.

I understand that if offered a position with the Township of Robbinsville, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment.

I understand unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employments tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to the Township of Robbinsville and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date



# ROBBINSVILLE TOWNSHIP FIRE DEPARTMENT

1149 Route 130  
Robbinsville, NJ 08691  
Phone: (609) 259-7814  
Fax: (609) 259-3869

## RECORDS RELEASE FORM

TO WHOM IT MAY CONCERN:

I am an applicant for a position with the Robbinsville Township Fire Department. The Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history is disclosed to the Township of Robbinsville, the Robbinsville Township Police Department, and the Robbinsville Township Fire Department.

I hereby authorize any representative of the Township of Robbinsville bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer.

I do hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Township of Robbinsville, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and investigation that may provide pertinent data for the Robbinsville Township Fire Department to consider in determining my suitability for employment in that Department. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be. I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either civil or criminal, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed. I hereby release you, your organization, and others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws.

I hereby release you, as the custodian of such records for the organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Township of Robbinsville regardless of any agreement I may have made with you previously to the contrary. The employer

requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose information requested. For and in consideration of the Township of Robbinsville's acceptance and processing of my application for employment, I agree to hold the organization, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Robbinsville Township Fire Department.

I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities. I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Township of Robbinsville in conjunction with employment procedures.

A photocopy or FAX copy of this release for will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on this form. I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form. I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Applicant (print): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant (signature): \_\_\_\_\_

Address: \_\_\_\_\_  
FIRE DEPARTMENT  
N.J.  
\_\_\_\_\_

Telephone: (home) \_\_\_\_\_

(work) \_\_\_\_\_

# **ROBBINSVILLE TOWNSHIP CONSENT FORM**

## **1. Consent To Conduct Background Investigation**

As a condition of and in consideration for Robbinsville Township's consideration of this application, I give permission to Robbinsville Township to investigate my personal and employment history. I understand that this background investigation will include, but not be limited to, verification of all information on this application, as well as interviews with past employers. I further give permission to Robbinsville Township to conduct this investigation and to discuss the results of this investigation in connection with my application for employment.

## **2. Consent to Contact Past Employers**

I give permission to The Township of Robbinsville to contact all employers listed in this application (except those specifically excluded) for references. I further give permission to all current or previous employers and/or managers or supervisors to discuss my relevant personal and employment history with Robbinsville Township, consent to the release of such information orally or in writing, and hereby release them from all liability and agree not to sue them for defamation or other claims based upon any statements they make to any representative of the Township of Robbinsville. I further waive rights I may have under state law to receive a copy of any written statement provided by any of my former employers to Robbinsville Township. I further agree to indemnify all past employers for any liability they may incur because of their reliance upon this release.

## **3. Consent To Contact Government Agencies**

I give permission to *any* agent, attorney or representative of the Township of Robbinsville to receive a copy of *any* information obtained in the file of any federal, state or local court, governmental agency, law enforcement agency or investigator concerning or relating to me. I further consent to the release of such information and waive any right under state law concerning notification of the request for a release of such information. In the event a state law does not provide for prospective employers to have access to information, I hereby delegate Robbinsville Township as my agent for receipt of information. I understand that the scope of this investigation will be limited to criminal and/or civil records that relate to my honesty, integrity and/or abilities.

## **4. Cooperation With Investigation**

I agree to fully cooperate in Robbinsville Township's background investigation, and to sign any waivers or releases that may be necessary to obtain access to relevant information. In the event that any former employer or federal, state or local governmental agency will not release reference information or criminal history information directly to the employer, I agree to personally request such information to the extent permitted by law.

## **5. Falsification Statement**

I understand that any falsification or wilful omission of fact made in this application or in connection with any background investigation may be sufficient grounds for rejection of this application, or, if discovered after an offer of employment, for immediate dismissal.

---

Applicant's Signature

Date

**DRIVER HISTORY ABSTRACT**

Date: \_\_\_\_\_

Consent to Obtain Driver's License  
Records Information

I, \_\_\_\_\_, acknowledge the following by signing below.

Pursuant to applicable law and in connection with my application for employment and/or continued employment by the Township of Robbinsville, County of Mercer, State of New Jersey, the undersigned party hereby **authorizes Robbinsville Township Police Department** to obtain all relevant Driver's License records from the New Jersey Division of Motor Vehicles or any state where a Township employee has a driver's license.

Dissemination of information obtained will be limited to relevant and authorized Township Officials only. At no time will this information be distributed for any reason other than intended.

Signature: \_\_\_\_\_ NJ Driver's License#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: M/F Eye Color: \_\_\_\_\_

List any other state where you have a driver's license: \_\_\_\_\_

Driver's License # other than New Jersey: \_\_\_\_\_

\*\*\*UNIT #5295\*\*\*