

# TROY FIRE DEPARTMENT

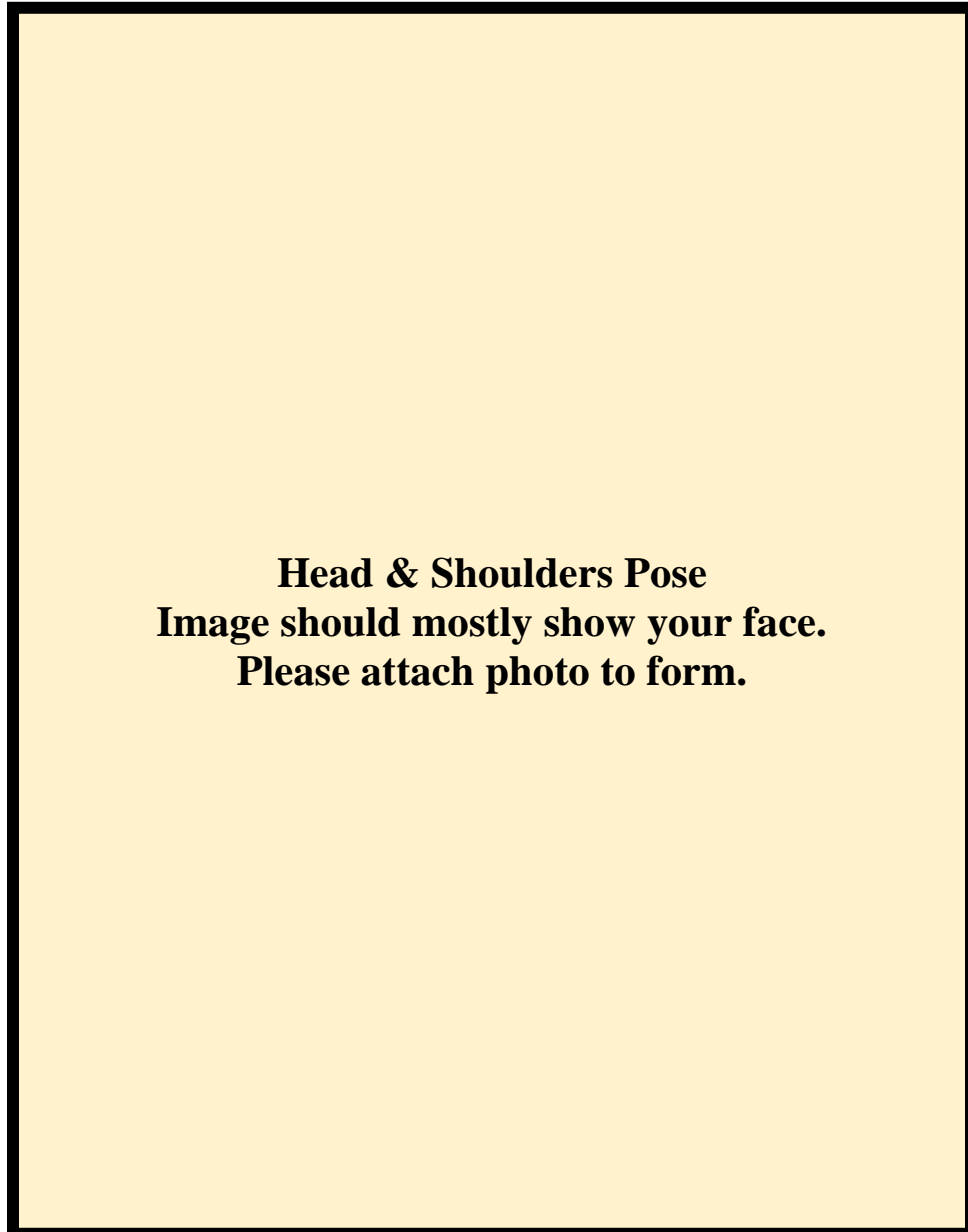


## Firefighter Apprenticeship Application

**FIREFIGHTER APPRENTICESHIP NOMINATION  
CANDIDATE PHOTOGRAPH**

**(Head and shoulders pose, face should be clearly shown)**

**NAME:** \_\_\_\_\_



# **FIREFIGHTER APPRENTICESHIP**

## **FACT SHEET**

**AGE:** Applicants must be at least 18 years of age, but not past their 25<sup>th</sup> birthday on July 1<sup>st</sup> of the year of admission to the academy; must be a citizen of the United States by birth or naturalization on July 1<sup>st</sup> of the year of admission.

**RESIDENCY:** All applicants must reside within Miami County.

**ACADEMIC QUALIFICATIONS:** To be considered, it is recommended that the applicant take the Scholastic Aptitude Test (SAT – code 1682) and/or the American College Testing (ACT – code 7604). We strongly recommend taking both tests to determine which one measures the educational background and aptitude most favorably.

The ACCUPLACER Assessment may also be utilized to determine your qualifications, this is a free test conducted at Edison State Community College to determine college-readiness and course eligibility in reading, writing, math, and basic computer skills.

**MEDICAL QUALIFICATIONS:** All physical examinations are performed by a physician and state that the applicant can meet the demands of the job description.

**PHYSICAL APTITUDE:** Your strength, endurance, and ability are measured by the Physical Aptitude Examination. Candidates are advised to prepare for this examination by engaging in vigorous activities such as running, general conditioning exercises, and competitive games.

**The application may be typed or printed clearly.**

**INTERVIEW:** All applicants will be interviewed by the Apprenticeship Review Board. This committee makes recommendations to the fire department. All candidates must be interviewed in order to compete for nominations. Candidates with incomplete files will not be interviewed.

**NOMINATIONS:** All nominations are made within two weeks of interviews.

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# FIREFIGHTER APPRENTICE CANDIDATE CHECKLIST

Use this checklist to manage your progress toward submitting all the necessary information (you do not need to submit this form). **ALL** information on this list **MUST** be submitted in order for your file to be complete and eligible for consideration by the Review Board.

**It is the candidate's responsibility to ensure all necessary documents, including all letters of recommendation, are received by the Troy Fire Department.** Candidates are encouraged to check with the apprenticeship office regularly to verify their materials have been received.

**ITEM**

**DATE SENT**

**5-Page Application:**

- Candidate Data Sheets (3 pages)
- Extracurricular Activities Form
- Academic Data
- Essay Cover Sheet with Typed Essay
- Signed Acknowledgement

\_\_\_\_\_

**Academic Data Sheet should include:**

**(This will be completed by a School Official)**

- Official High School Transcript (current)
- Full Senior Year Class Schedule
- **ACT/ SAT or ACCUPLACER Results**

\_\_\_\_\_

**Additional Academic/Military Information:**

- College or Military Transcripts
- Certificates or Licensures

\_\_\_\_\_

**Recommendation Forms with Letters:**

A minimum of four recommendations are required, two from school officials (i.e., teacher, counselor, administrator, coach) and two from individuals outside the school system (i.e., pastor, scout leader, employer, mentor). If full-time college, at least one school letter should be from a current instructor. Recommendations **MAY NOT** be submitted by relatives or peers. All letters **must** include a cover sheet.

**Name of Recommenders**

- |          |              |          |                  |
|----------|--------------|----------|------------------|
| 1) _____ | _____ School | 3) _____ | _____ Non-School |
| 2) _____ | _____ School | 4) _____ | _____ Non-School |

Please return all items to:  
**TROY FIRE DEPARTMENT**  
**1528 N Market St**  
**Troy, OH 45373**

If you have any questions concerning the process, please contact Assistant Chief Stanley, at 937-339-3140 or [Cassidy.mitchell@troyohio.gov](mailto:Cassidy.mitchell@troyohio.gov) or [gary.stanley@troyohio.gov](mailto:gary.stanley@troyohio.gov).



# FIREFIGHTER APPRENTICESHIP APPLICATION EXTRACURRICULAR ACTIVITIES

*Please type or print clearly – Use a separate sheet, if needed.*

**Name:** \_\_\_\_\_

**Athletic Achievements** – Include all teams, awards, or special recognitions. Be sure to specify the number of years of participation, awards, captain/leadership responsibility:

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**Extracurricular (Non-Sports) Achievements and Activities** (number of years grades 9-12):

Class President	_____	Civil Air Patrol Member	_____
Class Officer	_____	Civil Air Patrol Detachment Officer	_____
Student Body Officer	_____	Boys/Girls State	_____
Officer of a School Club	_____	Boys/Girls Nation	_____
Editor School Publication	_____	Boy/Girl Scout Member	_____
Drama/Speech/Debate Club Member	_____	Eagle Scout/Gold Award	_____
School Band/Chorus	_____	4-H/FFA Member	_____
National Honor Society	_____	4-H/FFA Club Officer	_____
JROTC Member	_____	Officer Other Non-School Club	_____
JROTC Detachment Commander	_____		_____

Additional Extracurricular or special awards: \_\_\_\_\_

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**Employment/Military** – Include all summer or part-time employment, military occupational specialties. Provide company, type of business, and title/duties performed:

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# FIREFIGHTER APPRENTICESHIP ACADEMIC DATA

This form is to be completed by your high school guidance counselor or principal and  
Returned to:

**TROY FIRE DEPARTMENT**  
1528 N Market St  
Troy, OH 45373

937-339-3140 or [cassidy.mitchell@troyohio.gov](mailto:cassidy.mitchell@troyohio.gov) or [gary.stanley@troyohio.gov](mailto:gary.stanley@troyohio.gov)

To improve the student's chances of nomination and appointment, academy admissions officials feel it is advisable to encourage the student to take the Scholastic Aptitude Tests (SAT) or the American College Testing (ACT) program test more than once if possible. In many cases, the high score achieved for each category will be used for consideration. Thank you for providing the requested information for this student, it is greatly appreciated.

**Student's Name:** \_\_\_\_\_  
Last
First
Middle

**Transcript Enclosed:** \_\_\_\_\_ **Copy of Full Senior Year Class Schedule Enclosed:** \_\_\_\_\_

**Approximate GPA:** \_\_\_\_\_ **On a Scale of:** \_\_\_\_\_ **Rank in Class:** \_\_\_\_\_ **Out of:** \_\_\_\_\_

**If not provided on the Transcript, please provide the following data:**

**ACCUPLACER**

Date	Writing Score	Reading Score	Math Score

**SAT**

Grade	Date	Reading	Math	Writing

**ACT**

Grade	Date	English	Math	Reading	Sci. Reas.	Composite

**Form Completed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Phone/Email:** \_\_\_\_\_

**School:** \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

**FIREFIGHTER APPRENTICESHIP  
ESSAY**

**WHY DO YOU WISH TO BE A FIREFIGHTER  
APPRENTICE?**

*(Explain what drives you to serve your community and detail the  
leadership skills you possess)*

TYPE OR PRINT CLEARLY, 1 – 3 PAGES  
PLACE THIS FORM ON TOP OF YOUR ESSAY



Return completed packet to:

**TROY FIRE DEPARTMENT  
1528 N Market St  
Troy, OH 45373**



# Acknowledgment

**Printed Name:** \_\_\_\_\_

By signing the statement below, you acknowledge that you meet the minimum qualifications required to apply to the Troy Fire Department Firefighter Apprenticeship Program. Also:

I hereby state that I am a United States Citizen and a legal resident of Miami County Ohio. I understand that the apprenticeship program requires a minimum of three years of service following graduation and I fully commit to this responsibility. In signing this application, I request that the Troy Fire Department consider my application for an apprenticeship nomination.

The information provided in this application is true and correct to the best of my knowledge. I understand that in addition to this application, I am also required to submit all of the items on the application check-list.

**Signature:** \_\_\_\_\_

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

Return your completed application and related materials to:

Troy Fire Department  
Attn: Firefighter Apprenticeship Program  
1528 N Market St  
Troy, OH 45373  
Fax: 937-335-3735  
[Cassidy.mitchell@troyohio.gov](mailto:Cassidy.mitchell@troyohio.gov)  
[gary.stanley@troyohio.gov](mailto:gary.stanley@troyohio.gov)

