

Fire Department, City of Alexandria, Virginia
BACKGROUND INFORMATION PACKET
QUESTIONNAIRE CHECK SHEET
DEADLINE: 5:00 PM, NOVEMBER 2, 2009
Firefighter/Rescuer I

APPLICANT: _____ SS#: _____ DATE: _____
 (Print Name)

NOTE: This check sheet provides a list of all required documents that must be submitted to the Fire Department and/or postmarked **BY NOVEMBER 2, 2009**. A complete Background Information Packet must be submitted along with photocopies of the following documents, except where an original/certified document is specifically indicated. (*We will not accept individual documents; please send ALL requested documents in one packet*). An incomplete Background Information Packet will halt any further consideration of your application for the Firefighter/Rescuer I position. Completed Background Information Packets and associated documents must be submitted and sent by (and/or postmarked by) **NOVEMBER 2, 2009**, to: **City of Alexandria Fire Department, c/o Recruitment Manager, 900 Second Street, Alexandria, VA 22314**. (*No items will be accepted via fax*).

- _____ 1. **Background Release of Personal Information Authorization** - download at *http://www.alexandriava.gov/Fire/*
- _____ 2. **Credit History Authorization/Release Form** - download at *http://www.alexandriava.gov/Fire/*
- _____ 3. **Character Background Questionnaire** – (*download at http://www.alexandriava.gov/Fire/*)
- _____ 4. **Birth Certificate** [for U.S. born citizens] – (*Do not send original document; send photocopy*).
- _____ 5. **Naturalization Certificate or Alien Registration Receipt Card** [for non-U.S. born citizens or permanent residents] – (*Do not send original document; send photocopy*.)
- _____ 6. **High School Diploma or GED** – *Photocopy of High School or GED diploma or Certified Letter attesting to graduation from high school where diploma or GED was received.*
- _____ 7. **High School Transcript** – *You must have your high school or Board of Education send original/certified transcript(s) directly to the address indicated above in the instructions by January 15, 2010. Applicant must provide a transcript for each high school attended.*
- _____ 8. **College Diploma** (Degree: A.A., B.A., M.A., etc.) - (*Do not send original document; send photocopy*.)
- _____ 9. **College Transcripts** – *You must have your college/university send original/certified college transcript(s) directly to the address indicated above in the instructions by January 15, 2010. Applicant must provide a transcript for each college/university attended.*
- _____ 10. **Form DD 214** (For Veterans) – (*Do not send original document; send photocopy*).
- _____ 11. **Driver's License** – (*Attach one legible photocopy*).
- _____ 12. **DMV Record from State¹ of your valid driver's license** – (*Send original driving record document from DMV to the Alexandria Fire Department along with other documents requested on this Check Sheet. Please do not open the envelope from your State DMV. You can request your driving record by going to your local DMV office in the state from which your driver's license was issued*).
- _____ 13. **Social Security Card** – (*Attach one legible photocopy*.)

¹ "State" includes the District of Columbia and any US Territory

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- _____ 14. **Criminal History Record (CHR)** – *Applicants must provide a criminal history record from the local law enforcement agency or agencies, for each locality of residence, covering the past ten (10) years. Go to your local police agency and request your local criminal history record. This may entail getting fingerprinted. Please proceed to your local law enforcement facility as soon as you can after receipt of this checklist, as the CHR may take 10-14 days to process.*
- _____ 15. **References** – *As part of the Character Background Questionnaire, applicant must attach a minimum of three references who are not related to the applicant by birth or by marriage and who have known the applicant for a minimum of five years. Include reference name, mailing address, e-mail address (if reference has one), and phone number. (This information is to be reported on the Character Background Questionnaire.)*
- _____ 16. **Candidate Physical Ability Test (CPAT) Certification/Documentation** [*Only complete #16 if IAFF CPAT certification issued by another jurisdiction and is still valid by November 18, 2009, the date of the first Alexandria Fire Department CPAT training session. Do not send original document; send photocopy.*]