



Application Flow Sheet

Name of Applicant: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Numbers: Home/Cell \_\_\_\_\_

Employee #: \_\_\_\_\_

Unit #: \_\_\_\_\_

	<u>Date Completed</u>
1. Application packet handed out. Hiring process explained	1. _____
2. Application turned in complete.	2. _____
3. <b>Application reviews Job Description.</b>	
a) <b>Job Description</b>	
b) <b>Rookie Training Summary</b>	
c) <b>Applicant able to work 36 hours per week</b>	
i. <b>During Rookie Training (24/12, 24/12, 12/12/12) all AMs and 24s</b>	
ii. <b>Normal 24/12 thereafter</b>	
d) <b>Sign and date:</b> _____	3. _____
4. All required card and I.D.	
a. Ohio EMS Level _____	4a. _____
b. Ohio Fire Level _____	4b. _____
c. Driver's License _____	4c. _____
d. Insurance Proof (after hire) _____	4d. _____
e. Social Security Card (after hire) _____	4e. _____
5. Three references checked.	5. _____
6. Steve French contacted with name of applicant.	6. _____
7. Contact MPD at 535-1164, 4200 Dryden Rd (in the rear of the building) for:	7a. _____
a. Automated criminal background check	7b. _____
b. Check returned	
8. Applicant contacts Craig Heintz (937-890-8881 ext. 208 or 937-581-0150) to schedule a polygraph. Heintz Polygraph is located at 407 Corporate Center Dr., Vandalia 45377. *Cancellation of testing without 24 hr notice will cost the applicant 1/2 of the total cost	8a. _____
a. All paperwork must be faxed/scanned to Craig Heintz at 890-2825 or <a href="mailto:heintzpolygraph@hotmail.com">heintzpolygraph@hotmail.com</a>	8b. _____
b. Polygraph complete	8c. _____
c. Polygraph passed/failed	
<b>STOP: Deputy Chief Cooper must have polygraph test results before continuing to the next step</b>	
10. Contact Daum & Associates (513-961-7066) for a Firefighter Pre-Employment Psychological exam. Daum & Associates is located at 30 W. Market Str., Germantown OH 45327 or the Goetz Center, 415 Straight Str., Third Floor, Cincinnati, OH 45219	10. _____
<b>STOP: Deputy Chief Cooper must have psychological test results before continuing to the next step</b>	
11. Applicant needs to make an appointment with MedWork Occupational Health Care for Pre-Employment Firefighter Physical. MedWork is located at 1435 Cincinnati Street, Dayton, OH 45417 (937)449-0808. Applicant should request a "Pension Physical". Applicant should wear "workout" type clothing.	
a. Complete	11a. _____
b. Passed	11b. _____
c. Paperwork Returned	11c. _____



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	<u>Date Completed</u>
<p><b>STOP:</b> MedWork <i>must confirm applicant passed before continuing to the next step. Allow enough time for Kettering Sports Medicine to receive confirmation prior to appointment #12.</i></p>	
12. Contact Cindy Shaw Kettering Sports Medicine at 395-3910 to schedule a Physical Abilities Test. Call for current address and location.	
a. Complete	12a. _____
b. Passed	12b. _____
c. Paperwork returned	12c. _____
13. Written offer and final polygraph.	13a. _____
a. Written job offer requested	13b. _____
b. Sent/Signed	
14. Set up an interview with Chief Trick	14. _____
15. Hire: Send to Steve French for payroll. (Must have two I.D.s), EAF must be completed. Applicant must bring a canceled check.	15. _____
16. Assign Department #, Put in FireRMS, email Secretary, e-mail I.T. for entry into computer system and e-mail system.	16. _____
17. Emergency Contact Card (Mandatory) Death and Injury Notification packets (Optional)	17. _____