



Position Title: Director of Public Affairs/Public Information Officer (PIO)
Position Number: 015
Department/Division: Administration
Exemption Status: Exempt
Immediate Supervisor: Fire Chief
Normal Work Schedule: 8:00 am – 4:00 pm, Monday through Friday

Description of the Position:

The Director of Public Affairs is a strategic leader responsible for developing and managing the department's communications, media relations, and public engagement efforts. This role involves enhancing the public's understanding of fire safety, prevention, and the department's services while ensuring transparent and effective communication during emergencies and other significant events. The Director of Public Affairs will work closely with the Fire Chief and various stakeholders, fostering a collaborative environment and promoting a positive image of the Englewood Fire Department and its mission.

The Director is the liaison between EFD and the public and is responsible for developing and marketing all media and developing and delivering information to the public. During emergency operations, the Director performs the Public Information Officer's responsibilities and reports to the Incident Commander. At given times, they may be directed to perform other operational activities at the direction of the Fire Chief or Incident Commander.

The Director operates with a significant degree of autonomy, a testament to the trust and respect the Fire Chief places in them. Their work is reviewed through regular reports, observation, and results obtained. The Fire Chief and the Director will mutually develop specific goals and performance objectives, further highlighting the Director's trusted position and the value placed on their expertise and judgment.

Responsibilities and Essential Job Functions:

The duties recorded below represent the position's duties and are not intended to cover all the duties performed.

1. General and Administrative:

- Maintains knowledge of legal requirements and government reporting regulations affecting public sectors to ensure that policies, procedures, and reporting comply with all public outreach and media interactions.
- Assists with new employee orientation, providing guidance and education for all public outreach and education events and responding to media attendance at emergency scenes.
- Keeps and maintains all outreach effectiveness, strategic planning, and budgeting records.
- Compiles statistical reports and subsumes as necessary.

- Meets administrative deadlines on assigned projects.
- Serves on EFD committees as assigned.
- Maintains confidentiality of information exposed during business regarding the department, supervisors, or other employees
- Coordinates the documentation and display of EFD historical documents and artifacts with the appropriate liaisons.
- Assists with developing department policy as it relates to public information.
- Assists in developing and expenditure budget areas related to the PIO position.
- Maintains department records of public educational programs to ensure that quarterly and annual reports are within the department's scope.
- Maintains department archives on written, photo, and multimedia items.
- Performs related work as required.

2. Media Relations:

- Serves as the primary spokesperson for the Department, handling media inquiries, press releases, and public statements, providing timely release of information while anticipating and responding to inquiries.
- Develop and maintain strong relationships with local, regional, and national media outlets.
- Is available to the news media for on-call purposes 24 hours a day, seven days a week.
- Prepare and distribute press releases, media kits, and other communication materials.
- Coordinate press conferences, media briefings, and interviews with key department personnel.
- Works with outside agencies to release information in incidents involving multiple government agencies.
- Monitors our department's news and reports any pertinent information to the appropriate members.
- Develop and coordinate educational fire safety and education initiatives with local media.
- Create and edit the annual EFD video for the annual awards presentation.

3. Public Relations and Community Engagement:

- Develop and implement public relations strategies to promote the department's initiatives, programs, and services.
- Lead community outreach efforts to educate the public on fire prevention, safety protocols, and department activities.
- Oversee the planning and execution of public events, such as fire safety workshops, open houses, and community forums.
- Coordinates, schedules, and conducts fire station tours for the public to various organizations.
- Administers the inventory of all public relations and public education materials.
- Develops, implements, and manages a comprehensive annual communications/marketing plan and calendar.

- Works with numerous community and business groups to ensure the department's representation at community events
- Represent the department in the community, public events, and speaking engagements.
- Serves on community committees and boards to communicate openly with the residents and business owners.
- Builds strong community relations with neighborhoods, businesses, and other partners to build public confidence.
- Plans, directs and coordinates internal communications through postings and graphic and audiovisual productions; produces and maintains instructional videos.
- Acts as the American Heart Association coordinator. Maintains all records, reporting, and audit criteria for all instructors and students as set forth by AHA. Supervises all instructors within the program.

4. **Crisis Communication:**

- Develop and execute crisis communication plans in response to emergencies, ensuring accurate and timely information is provided to the public and media.
- Coordinate with emergency management and other agencies during incidents to ensure consistent messaging.
- Assists with preparing and distributing emergency notifications and public safety announcements.

5. **Strategic Communication:**

- Collaborate with the Fire Chief and senior leadership to develop communication strategies that align with the department's goals and objectives.
- Monitor and analyze public and media perceptions of the department, adjusting communication strategies as needed.
- Provide guidance and training to department staff on effective communication practices.

6. **Internal Communication:**

- Oversee internal communication efforts to ensure department personnel are informed about policies, procedures, and essential updates.
- Develop and distribute internal memos and other communication materials.
- Foster a culture of open communication within the department.

7. **Social Media**

- Manage the department's social media presence, ensuring timely and accurate updates.
- Coordinates the development, editing, printing, and web publication of EFD publications for the public.
- Performs regular reviews of social media accounts to review analytics and make necessary adjustments in outreach and community contact response.
- Oversees the content of EFD's website, webpages, and social media tools and regularly posts to various social media outlets.
- Reviews EFD publications, marketing, photos, and media output to ensure brand compatibility and standard conformity.
- Administers all Department Social Media accounts.

- Archive all media effects by EFD, including print, voice, and television (e.g., TV Eyes, clippings, etc.).

Minimum Training and Experience:

- Associate’s degree in public relations, Communications, Journalism, or a related field.
- Minimum of 3 years of experience in public affairs, public relations, or communications, preferably within a government or emergency services context.
- Must maintain a valid Florida Class E Driver's License.
- Must obtain NIMS IS-100.B Introduction to Incident Management Systems
- Must obtain NIMS IS-200.B ICS for Single Resources & Initial Actions
- Must obtain NIMS IS-700.A NIMS – An Introduction
- Must obtain NIMS IS-800.B National Response Framework – An Introduction
- Must obtain IS-29. A Public Information Officer Awareness
- Must obtain FEMA L0105 Public Information Officer (PIO) Basics
- Must obtain FEMA G290 Basic PIO
- Proven experience in media relations, crisis communication, and community engagement.
- Strong leadership and team management skills.
- Excellent verbal and written communication skills.
- Ability to work under pressure and manage multiple priorities in a fast-paced environment.
- Familiarity with fire safety, emergency management, and public safety issues is a plus.
- Proficiency in social media management and digital communication tools.

An equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered.

Preferred Qualifications:

- Bachelor’s or Master’s degree in public relations, Communications, Journalism, or a related field.
- FEMA Master PIO
- Completion of Emergency Services Leadership Institute.
- Current certification by the State of Florida as a Firefighter and Emergency Medical Technician preferred.

Job Competencies:

- Knowledge of firefighting tactics and principles prescribed by department policy.
- Knowledge of techniques used in rescue, evacuation, first aid, fire confinement, extinguishment and chemistry of fire and ventilation, salvage, and overhaul.
- Knowledge of emergency medical care equipment policies and procedures.
- Considerable knowledge of fire prevention programs.
- Ability to interpret and understand written policy concerning laws, ordinances, rules, regulations, orders, notices, and procedures that establish and regulate the department's activities.
- Skilled in using personal computers and the associated programs and applications necessary for successful job performance.
- Skilled in using portable radios and knowledge of radio operations and protocols.
- Demonstrate a record of leadership and accomplishment in marketing and public affairs.
- Demonstrate computer skills including, but not limited to, social media, web design, and

maintenance.

- Demonstrate excellent written and verbal communication skills.
- Ability to provide information in various formats and media to promote the department to individuals and entities from diverse backgrounds.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Ability to work under stress.
- Ability to travel and participate in meetings, conferences, and other related activities.
- Considerable knowledge of social media, principles, and practices.
- Knowledge of public relations work principles and practices utilizing verbal, written, and visual presentation.
- Ability to coordinate research into attitude and opinion surveys, including the ability to establish means of obtaining valid measurements regarding various alternative presentations using measured public participation, feedback analysis, or other measurable public response systems.
- Ability to design, produce, and coordinate public relations campaigns.
- Ability to prepare and deliver presentations before community groups and professional organizations.
- Ability to exercise independent judgment and creativity in solving complex problems and making public relations decisions following department policies.
- Ability to establish and maintain effective internal and external working relationships as the work requires.
- Skills in audiovisual production, including 35mm camera, layout, and design.
- Ability to create and edit videos.

Job Demands:

- **Reading:** Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations, as well as literature, books, reviews, reports, and abstracts.
- **Math:** Advanced Level: Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables.
- **Writing:** Advanced Level: Ability to write policies, contracts, speeches, formal presentations, and technical and legal documents and correspondence.
- **Human Collaboration Skills:** Recommendations regarding policy development and implementation are made and recommended. Contact may involve supporting controversial positions, negotiating sensitive issues, or making essential presentations. Evaluate customer satisfaction, develop cooperative associations, and utilize resources to improve customer satisfaction continuously. Work has a high impact on the organization.
- **Management and Supervision:** The work requires managing and monitoring work performance by directing subordinate supervisors. This includes making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments as needed. The scope of supervision is semi-complex.
- **Technical Skill:** Advanced Skill: This work requires advanced skills and knowledge in approaches and systems that affect the design and implementation of significant programs and processes. Independent judgment and decision-making abilities are necessary to apply

technical skills effectively. Comprehensive application: The consequences of work affect large groups as well as the customer base at large.

- **Fiscal Responsibility:** The position makes budget recommendations for a department. It ensures that budget recommendations comply with budget goals, funding limitations, and service levels to meet departmental and organizational goals. The position executes procurement documents. It maintains final responsibility for budget execution and accountability.

Physical Demands:

- **Strength Demands:** Medium strength demands include exerting 20-50 pounds occasionally, 10- 25 pounds frequently, or up to 10 pounds constantly.
- **Physical Demands:** Continuously requires standing, sitting, walking, carrying, lifting, reaching, bending, twisting, fine dexterity, vision, hearing, talking, and foot controls.
- **Machines, Tools, Equipment, and Work Aids:** Telephone, protective equipment, automobile, calculator, radio, adding machine, video equipment, pager, portable telephone, fax machine, IAP worksheets, personnel accountability systems, familiarity with tools and equipment utilized in fire suppression, technical rescue, and hazardous materials incident response.
- **Computer Equipment and Software:** Computer/mobile data terminal with related software.

Working Conditions:

During major incidents, the worker works in outdoor and indoor environments with intermittent to frequent exposure to various weather conditions. The worker is exposed to significant risks such as fire, injury, death, and hazardous materials. The worker occasionally works in confined areas. The worker is exposed to stressful situations during emergencies and due to internal/external political demands. The worker is always on call in the event of an emergency.

Overall Working Conditions: Satisfactory: Occasional exposure to unpleasant environmental conditions and hazards.

Environmental Factors: Occasional exposure to extreme temperature, wetness and humidity, respiratory hazards, noise, and vibration

Health and Safety: Rare exposure to mechanical hazards, chemical hazards, electrical hazards, fire hazards, explosives, infectious diseases, physical danger, or abuse.

Primary Work Location: Office, emergency and non-emergency incident scenes, training facilities, command vehicles, mobile command posts, and emergency operations centers.

Protective equipment: Helmet, safety glasses, steel-toed shoes, and hearing protection equipment.

Non-Physical Demands:

Frequently requires time pressures, emergencies, frequent task changes, irregular schedules/overtime, performing multiple tasks simultaneously, working in a team environment, as an incident commander, and in a noisy/distracting environment.

Employee Acknowledgment of Job Description

I, [Employee's Full Name], acknowledge that I have received, read, and understood the job description for my position as [Job Title]. I know the expectations, responsibilities, and qualifications of this job description. I also understand that this document may be updated as needed to reflect changes in duties or the organization's business needs.

I agree to perform the duties and responsibilities to the best of my ability, adhering to the company's standards and guidelines.

If I have any questions or require clarification regarding my role, I will seek guidance from my supervisor or HR representative.

By signing below, I confirm my understanding and acceptance of the job description as presented to me.

Employee Signature: _____

Date: _____

Employee Name (Printed): _____

Manager/Supervisor Signature: _____

Date: _____

Manager/Supervisor Name (Printed): _____

**ENGLEWOOD AREA FIRE CONTROL DISTRICT
APPLICATION PACKAGE**



“Desire to Serve – Courage to Act”

ENGLEWOOD AREA FIRE CONTROL DISTRICT

Administration Center
516 Paul Morris Drive
Englewood, FL 34223



Phone: (941) 474-3311
Fax: (941) 473-2600
www.inglewood-fire.com

Dear Applicant:

The Englewood Area Fire Control District is pleased that you are submitting your application for employment with our Fire District. We are committed in serving our community and in the training of our Firefighters.

The Englewood Area Fire Control District provides service to approximately 83 square miles. We operate six (6) Fire Stations that are strategically located. The Englewood Area Fire Control District sits within two counties, Sarasota, and Charlotte County. We provide fire suppression services, first response medical services, hazardous materials response and marine fire-rescue services, and other related services to our community.

The Englewood Area Fire Control District also operates its own Fire Academy that provides state-of-the-art Fire and Medical Training to our employees as well as conducting Florida minimum standards courses and the High School Fire Program for the Charlotte County School Board.

Your application and the required documentation are to be submitted to the Administration Center located at 516 Paul Morris Drive in Englewood, Florida. Office hours are Monday through Friday, 0800 hours to 1600 hours.

Again, thank you for your application and good luck!

Sincerely,

Kevin Easton
Fire Chief



Candidate Application Packet Instructions

The candidate application packet must be completed and turned in before the candidate being eligible for the application process to begin. Along with the application required paperwork, the candidate **must** also provide the following documents along with their application:

Qualifications

- Copy of a High School Diploma or GED
- Copy of an Associate degree or higher
- Copy of a current and valid Florida Class E Driver's License
- If a veteran, a copy of your DD-214

Additional/Preferred Qualifications

- Copy of a Bachelor's or Masters degree
- Copy of a Master FEMO PIO certification
- Copy of a Florida State Minimum Standards Fire Certification
- Copy of a Florida EMT or Paramedic Certification

All certifications must be valid current Florida certifications.

Please follow these directions when assembling your application and documents:

- Assemble one set of documents in the order listed above.
- **DO NOT** staple, bend, or bind your materials in notebooks, sheet covers, or other materials. Paper clipping the documents is acceptable.
- Please make certain that your information is written clearly; in black or blue ink only. Also please print your name clearly at the top right-hand corner of each page.
- All pages must be standard 8.5" x 11". Copies and/or the application can be provided in black and white.
- If you cannot get a copy of your High School Diploma, applicants can submit a copy of their transcript which indicates a date of graduation.



APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts outlined in the above application are true and complete. I authorize the Englewood Area Fire Control District to verify this information and to obtain reference information by contacting educational institutions, references, or employers, and to rely on and use such information as they see fit. I hereby release the Englewood Area Fire Control District from all liability that could result from obtaining and having an employment decision based on this information. The application and all information submitted during this application process is the property of the Englewood Area Fire Control District.

I understand that if granted employment, falsified statements of any kind or omissions of facts called for on this application, regardless of time of discovery, shall be grounds for dismissal.

I understand that all medical information that is submitted is confidential and protected under Federal Law. I hereby agree to allow the Englewood Area Fire Control District to review this information for the employment process.

I understand that should an offer of employment be made to me and accepted by me, I will fully adhere to the Englewood Area Fire Control District's Rules and Regulations, General Orders, Standard Operating Procedures, Medical Treatment Protocols, and other such documents.

Printed Name of Applicant: _____

Signature of Applicant: _____

Date: _____

ENGLEWOOD AREA FIRE CONTROL DISTRICT

Administration Center
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Englewood, FL 34223



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APPLICATION OF EMPLOYMENT

APPLICANT INFORMATION		Date:
Last Name	First	M.I.
Street Address		Apt/Unit #
City	State	Zip Code
Phone	Email Address	
Date Available		
Position Applied For		
Driver's License No. *		State Issued
Driver's License Class	Expiration Date	

EMPLOYMENT HISTORY (most recent first)	
Company	Phone
Address	Supervisor
Job Title	Employment from: to:
Responsibilities and Duties	
Reason for Leaving	
Salary	May we contact your employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT HISTORY	
Company	Phone
Address	Supervisor
Job Title	Employment from: to:
Responsibilities and Duties	
Reason for Leaving	
Salary	May we contact your employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT HISTORY	
Company	Phone
Address	Supervisor
Job Title	Employment from: to:
Responsibilities and Duties	
Reason for Leaving	
Salary	May we contact your employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION		
High School		
Address		
From To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree
College		
Address		
From To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree
Other		
Address		
From To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree

BACKGROUND INFORMATION

Have you ever been employed by the Englewood Area Fire Control District?	If yes, when? From	To
Reason for leaving?	Position	
To the best of your knowledge, have you or anyone in your immediate family worked for an individual or company that provides goods or services to the District?	If yes, when? From	To
If yes, provide details.		
1) Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.	
2) Have you ever been convicted of or pled nolo contendere (no contest) to a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.	
3) Have you ever been convicted of or pled nolo contendere (no contest) to a First-degree misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.	
4) Have you ever been a defendant in a lawsuit involving an intentional tort? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.	
5) Are you now on probation? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when? From	To
Reason		
6) Have you had a traffic violation in the last three years? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.	
7) Has your driver's license ever been suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.	

VETERANS' PREFERENCE INFORMATION

Only residents of the State of Florida are eligible for Veterans' Preference.

Are you a resident of the State of Florida who will be claiming Veterans' Preference?

Yes No

FOR FLORIDA RESIDENTS:

- No – I am not a Florida resident. No – I do not qualify for Veterans' Preference.
 Yes – I am a current employee and I have used my Veterans' Preference.
 Yes – I am a Florida resident; I qualify for Veterans' Preference and I have attached my DD214.

Are you claiming Veterans' Preference?

Yes No

If eligible for Veterans' Preference, which Veterans' Preference Category are you claiming?

- Veterans' Preference Category 1 Veterans' Preference Category 2 Veterans' Preference Category 3
 Veterans' Preference Category 4 Veterans' Preference Category 5

If you stated that you were "a veteran of any war. . .". Please indicated the war here:

- WWII: December 7, 1941 thru December 31, 1947 Korean Conflict: June 27, 1950 thru January 31, 1955
 Vietnam Era: February 28, 1961 thru May 7, 1975 Persian Gulf War: August 2, 1990 thru January 2, 1992
 Operation Enduring Freedom: October 7, 2001 to be determined. Operation Iraqi Freedom: March 19, 2003 to be determined

IMPORTANT INFORMATION

- 1) Englewood Area Fire Control District does not discriminate based on race, religion, color, sex, age, notional origin, marital status, or disability. A job applicant with a disability who requires reasonable accommodation to participate in the application/selection process is required to make known the need for an accommodation to the appropriate District staff members.
- 2) Your application will **not** be considered unless complete answers are provided to all questions on this application. Resumes may be submitted as supplements but cannot be accepted in lieu of any part of this application.
- 3) An employee appointed to fill an established position on a full-time or part-time basis will be given Probationary Status for a period designated for the class. During this probationary period any requirements for license(s), certificate(s) and training as stipulated in the Minimum Qualifications for the class (position description) or Englewood Area Fire Control District's Rules and Regulations must be successfully completed. The probationary period may be extended at management's discretion. Management reserves the right to separate employees in the initial probationary period without the right to procedural due process in accordance with the District's Rules and Regulations.
- 4) Englewood Area Fire Control District makes every effort to accommodate individual preferences. However, work needs, District emergency preparedness (such as hurricanes) and schedule changes may make the following conditions mandatory: overtime, shift work, a rotating work schedule other than Monday through Friday, job reassignments and locations.
- 5) Successful completion of a driver license background check is a requirement for employment. Employment offers to successful candidates are conditional. Candidates given a conditional offer of employment are required to consent to and pass a pre-employment criminal background check, a pre-employment physical examination and a pre-employment substance screening test. A credit report may be required for certain positions. If so, you will be asked to sign a separate release in compliance with the Fair Credit Reporting Act at the time of offer.
- 6) Certain positions with the Englewood Area Fire Control District may require the applicant to be eligible for bonding. Eligibility for bonding will be consideration for determining an applicant's fitness for such a position.
- 7) A false answer or a material omission to any question in this application may be grounds for not employing you, or for dismissing you after you begin work, which may negate continuing benefits for which you may otherwise be eligible.

APPLICANT'S AFFIRMATION

I understand that the Englewood Area Fire Control District may verify employment and education credentials at any stage at any stage of the hiring process. I hereby give the Englewood Area Fire Control District permission to make a thorough investigation of my entire work and educational records and to verify all other data I have provided, except where otherwise indicated. It is my understanding that this application, by law, will become a public record when submitted and that the Fire District cannot guarantee me its confidentiality. I further understand that if employed, other potential employers may contact the Fire District from time to time for job-related information. I hereby authorize the Fire District to provide factual job-related information to potential employers upon request. I have read and understand all the information and agree to the terms provided herein and I hereby release the Englewood Area Fire Control District and others from any liability which may result from furnishing the information requested above. All requests for information have been completed as fully and accurately as possible and I recognize that any material misrepresentation or pertinent omissions of fact in my application may disqualify me from employment with the Englewood Are Fire Control District.

Signature _____

Dated _____

ENGLEWOOD AREA FIRE CONTROL DISTRICT

Administration Center
516 Paul Morris Drive
Englewood, FL 34223



Phone: (941) 474-3311
Fax: (941) 473-2600
www.englewood-fire.com

APPLICATION REFERENCE FOR: _____

Introduction: The above-named applicant has applied for employment with the Englewood Area Fire Control District. Members must be reliable, trustworthy, possess impeccable moral character, and be able to function as part of a team. They must be able to work within the command structure of the organization under stressful and sometimes hazardous conditions.

You are not required to be a reference. If you choose to act as a reference, the information you provide may be relied upon by the District, its Officers, and its Board of Commissioners in deciding on the prospective member's application. Your full and candid response is appreciated. This form should be returned directly to the Englewood Area Fire Control District in the stamped envelope provided by the applicant.

To the applicant: *Please complete Part 1 of this form and then send it to someone who knows you well and can provide an accurate and full account of your abilities, accomplishments, and personal qualities. Please provide this reference form and a stamped envelope addressed to the Englewood Area Fire Control District, 516 Paul Morris Drive, Englewood, Florida 34223, **Attention: Application Reference.***

PART 1 (to be completed by applicant)

Name: _____
Last First Middle

Mailing Address: _____
City State Zip Code

I hereby authorize the below reference to provide the requested background and personal information to the Englewood Area Fire Control District, its Officers, and its Board of Commissioners. I acknowledge that this completed reference is the property of the Englewood Area Fire Control District.

Applicant's Signature Date

PART 2 (to be completed by reference)

Name: _____
Last First Middle

Address: _____
City State Zip Code

How long and in what capacity have you known the applicant? _____

How frequently do you have contact with the applicant? _____

Please complete these ratings to the best of your ability:

	Below Average	Average	Good	Outstanding
Integrity				
Intellectual curiosity				
Motivation				
Self-confidence				
Respect				
Personality				
Leadership				
Reliability				
Trustworthiness				
Interpersonal skills				
Handles stress				
Reaction to criticism				

Do you wish to elaborate on any of these ratings? _____

Please offer any additional comments concerning this applicant's ability, character, and suitability for employment with the Englewood Area Fire Control District: _____

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PART 1 (to be completed by applicant)

Name: _____
Last First Middle

Mailing Address: _____

City State Zip Code

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Applicant's Signature Date

PART 2 (to be completed by reference)

Name: _____
Last First Middle

Address: _____
City State Zip Code

How long and in what capacity have you known the applicant? _____

How frequently do you have contact with the applicant? _____

Please complete these ratings to the best of your ability:

	Below Average	Average	Good	Outstanding
Integrity				
Intellectual curiosity				
Motivation				
Self-confidence				
Respect				
Personality				
Leadership				
Reliability				
Trustworthiness				
Interpersonal skills				
Handles stress				
Reaction to criticism				

Do you wish to elaborate on any of these ratings? _____

Please offer any additional comments concerning this applicant's ability, character, and suitability for employment with the Englewood Area Fire Control District: _____

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PART 1 (to be completed by applicant)

Name: _____
Last First Middle

Mailing Address: _____

City

State

Zip Code

I hereby authorize the below reference to provide the requested background and personal information to the Englewood Area Fire Control District, its Officers, and its Board of Commissioners. I acknowledge that this completed reference is the property of the Englewood Area Fire Control District.

Applicant's Signature

Date

PART 2 (to be completed by reference)

Name: _____
Last First Middle

Address: _____
City State Zip Code

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Please complete these ratings to the best of your ability:

	Below Average	Average	Good	Outstanding
Integrity				
Intellectual curiosity				
Motivation				
Self-confidence				
Respect				
Personality				
Leadership				
Reliability				
Trustworthiness				
Interpersonal skills				
Handles stress				
Reaction to criticism				

Do you wish to elaborate on any of these ratings? _____

Please offer any additional comments concerning this applicant's ability, character, and suitability for employment with the Englewood Area Fire Control District: _____

