Entry Level Firefighter Application

Instructions: Submit the following documents and information;

- A cover letter
- A resume which includes highlighting career and/or volunteer fire service history
- Copies of the certifications and qualifications required herein.
- Copies of all relevant training certifications.
- Complete the attached Application Form and List of References.

ALL DOCUMENTS SHOULD BE PROVIDED ON 8.5”x11” REGULAR STOCK OFFICE PAPER.

Submit the complete application package in a sealed envelope to the attention of the Fire Chief, 16 Lanning Blvd. East Windsor, NJ 08520. Applicants that fail to include required documents will not be considered. You must provide an email address on the outside of the envelope to receive confirmation that your application package was received.

Applications must be hand-delivered and must be received by **November 14, 2026 4:00 PM** in order to be considered. Hand-delivered applications will only be accepted Monday through Friday between the hours of 9 AM and 4 PM.

Age Requirement: Current law prescribes that candidates must not be past their 35th birthday for entry into the state Police & Fire Retirement System. Certain exceptions apply for current/prior PFRS enrollment and military service. Please seek clarification from the NJ Department of Pension & Benefits if you believe you qualify for an exception.

https://www.state.nj.us/treasury/pensions/documents/factsheets/fact08.pdf

The Township reserves the right to modify or discontinue the hiring process to suit its needs.

Application Process

Selected applicants will be notified as to the date(s) scheduled for a physical ability test. Those that progress to the next stage will be scheduled for an interview(s). The hiring committee will rank final applicants on a hiring list based on the interview and provide final recommendations to the Township administration. The applicant(s) selected for the position will be required to pass a psychological examination, driver license abstract review, criminal history background check, substance abuse test, and NFPA 1582 clearance with the Townships Occupational Health Physician prior to appointment.

Required Minimum Qualifications

Applicants are required to obtain the noted training certifications by the time of appointment.

- NJ Division of Fire Safety Firefighter 1
- NJ Division of Fire Safety Hazardous Materials Awareness and Operations
- Valid CPR Card
- Valid NJ Drivers License with no serious violations (as determined by Township policies)

Additional Training and Experience

1. ICS/IMS Training

NJ Division of Fire Safety Incident Management training is required. Level 2 or 3 Certification is preferred.

□ NJ Division of Fire Safety Incident Management Level 1
□ NJ Division of Fire Safety Incident Management Level 2

□ NJ Division of Fire Safety Incident Management Level 3

2. Volunteer/Per-Diem Experience

The applicant may have been affiliated with the East Windsor Fire Department either as an Active Member with the East Windsor Fire Company 1 or 2 as a per-diem firefighter with the department..

□ One year served/volunteered

□ Two years served/volunteered

□ Three years served/volunteered

□ Four years served/volunteered

□ Five or more years served/volunteered

4. Additional Training

The applicant should have a variety of training and experience. Additional certifications will be evaluated based on the needs of the department.

□ New Jersey or National Registry EMT or Paramedic

□ NJ Division of Fire Safety Firefighter 2

□ Motor Vehicle Extrication Operations

□ NJ Division of Fire Safety Fire Inspector

□ RIT Awareness and Operations

□ NJ Division of Fire Safety Instructor Level 1

□ NJ Division of Fire Safety Instructor Level 2

□ Water Rescue, specifically Surface and Ice

□ National Wildfire Coordinating Group S-130 / S-190

□ Confined Space Operations

□ NJ Division of Fire Safety Fire Officer 1

□ Pump Operations

Application Form

Please clearly print the requested information in blue or black ink.

Full Name: _____ Date of Birth: _____/_____/_____

Address: _____ NJ DFS #: _____

NJ Driver License Number: _____-_____-_____ NJ EMT/NREMT #: _____

Phone Number: (_____) _____ - _____ Email Address: _____

Please circle your response to the following questions. **Explain any "YES" answers on a separate page.**

1. Has your driving privilege ever been suspended? **YES NO**

2. Have you ever received any type of documented disciplinary action/corrective counseling for the abuse of sick time, unexcused sick time, and/or being late (tardy) for a shift? **YES NO**

3. Have you ever received any type of documented disciplinary action and/or corrective counseling for domineer complaints, including disorderly conduct, conduct unbecoming, and disobeying an officer's command, while performing your duties as a Firefighter/Fire Officer, EMT/Paramedic, Fire Instructor, or Fire Inspector/Official? **YES NO**

4. Have you ever received any type of documented disciplinary action and/or corrective counseling for poor work performance, negligence of service, improper patient care, and/or official delinquency, while performing your duties as a Firefighter/Fire Officer, EMT/Paramedic, Fire Instructor, or Fire Inspector/Official? **YES NO**

Complete the references form on the next page and ensure that all of your certifications/documentation as required on the preceding pages are attached.

I certify that the information provided is valid to the best of my knowledge. I grant permission for the Township to verify the information provided herein and grant the release of my certification information to the Township for the purpose of evaluating suitability for employment. I grant my references permission to discuss my performance and character with a Township representative. I understand that if I have knowingly provided false information, I will be automatically disqualified.

Print Name: _____ Signature: _____

Internal Use Only

___ Required Minimum Qualifications ___ ICS/IMS training

___ Volunteer/Per-Diem Experience ___ Additional Training Received

By_____

Notes: (impression) _____

_____

List of References

Instructions: *Please provide the requested information for three references as instructed. Read the descriptions carefully and ensure that the person you have selected meets the qualifications. Provide the phone number and email address that is most convenient for the reference.*

Candidate Name: _____

Professional Reference #1 – MUST be your current or most recent past chief of a volunteer or paid fire department where you have served. If it is not the current or most recent past chief (including cases where your employer is not aware you have made an application for this position), please explain in a separate written statement.

Name: _____ Agency: _____

Email: _____ Phone: _____

Professional Reference #2 – Anyone who has exercised supervisory control over your professional or volunteer activities.

Name: _____ Agency: _____

Email: _____ Phone: _____

Character Reference – Someone who is NOT related to you and that has NOT exercised supervisory control over your professional or volunteer activities.

Name: _____ Agency: _____

Email: _____ Phone: _____

Internal Use Only

Notes:_____