



MIAMI-DADE FIRE RESCUE DEPARTMENT

APPLICANT PERSONAL HISTORY QUESTIONNAIRE (PHQ)

Non-Sworn

APPLICANT NAME: _____

CONTACT #: (____) ____-_____

POSITION FOR WHICH YOU ARE APPLYING: _____



FOR BACKGROUND INVESTIGATIONS USE ONLY

☐ Non-Sworn

ORIENTATION DATE: _____

INTAKE INTERVIEW DATE: _____

INVESTIGATOR NAME: _____

ATTACH A
PASSPORT PHOTO
HERE

DATE PHOTO TAKEN: ____/____/____

REQUIRED DOCUMENTS CHECKLIST

NON-SWORN POSITIONS

When submitting your Personal History Questionnaire (PHQ) Packet, please provide the original documents listed below along with a legible photocopy of each.

- ___ Name change document(s); e.g., marriage certificate, divorce decree, court document for name change, etc.
- ___ DD-214 - Member 4 Form (for each enlistment period).
- ___ Court disposition(s) for all arrests, including juvenile and traffic arrests, and copies of arrest affidavits.
- ___ Documents for each year of self-employment; e.g., corporate papers, business licenses, etc.
- ___ Proof of education (**if required**) such as an official* high school/GED transcript (or) an official transcript from any accredited college/university that you have attended. **Do not have your transcript(s) mailed to MDFR Background Investigations.**
___ Make sure to submit your sealed transcript envelope with this application. * Official transcripts must be in a **sealed envelope from the institution. Transcripts from outside of the United States or its territories shall be validated by Miami Dade College or another authorized institution.**
- ___ Professional licenses and/or certifications (**if required**)
- ___ Three (3) character reference letters from each of the individuals listed on page 18. Each letter must include their complete name and their signature.
- ___ Three (3) neighborhood reference forms. Found at <http://www.miamidade.gov/fire/applicant-resources.asp>.
- ___ One (1) passport photo.
- ___ Males between the ages of 18-26 must provide proof of Selective Service registration. Log on to <https://www.sss.gov/Home/Verification> go to **online verification** click on the [verify now] box, follow instructions, and print out your Selective Service proof of registration letter.
- ___ An official seven (7) year driving history report from DHSMV from each state you have held a Driver's License.
___ This official report can be obtained at any local Driver License Service Center or at the Miami-Dade County Court, 1351 NW 12 Street, Miami, FL 33125. Do not purchase a driving history report via a third-party vendor, as it will not be accepted.

PHQ INSTRUCTIONS

To be eligible for employment, you must successfully pass a background investigation. The PHQ is an investigative tool used by Miami-Dade Fire Rescue Department (MDFR) to begin this process. You must complete the PHQ package in its entirety, to include the notarization of all required sections, and submission of required documents. Applicants must submit PHQ and required documents in person. PHQ's will not be accepted via email/electronic mail or post-marked carrier. All PHQ packages may be typed and/or **legibly handwritten** in its entirety; however sections where it requires the applicant's signature and initials must be handwritten in **blue ink only**. Electronic or type written signatures and initials will not be accepted. In addition, the applicant will be disqualified if he/she intentionally falsifies, omits information, and/or fails to comply with the general instructions on the PHQ. **Incomplete Applications Will Not Be Processed.** In completing the PHQ, you must comply with the following instructions:

1. Be absolutely truthful when completing each section; statements made herein will be verified through the background investigation process. Any omission, misrepresentation or falsification will be grounds to disqualify you from further employment consideration with MDFR. If a question/section in the package does not apply to you, write "**NOT APPLICABLE**" or "**NONE**" (whichever applies); if you do not know the response to a question, write "**UNKNOWN**" (*please note that writing unknown for the purpose of not answering a question/section truthfully is considered omission, misrepresentation and falsification*). Any unanswered question/section or incomplete response may result in your disqualification.
2. If additional space is needed to complete a response for any section/question, use **pages 21 through 22**. Ensure that you notate the page number and section/question number with the corresponding answer. Make sure you initial (handwritten) each page of the application on the bottom left corner with **blue ink only**.
3. Submit the **completed PHQ** and required documents as instructed by an MDFR departmental representative, or during your intake interview at MDFR, located at the **Headquarters Building, Human Resources, 9300 NW 41 Street, Doral, FL 33178**.
4. Ensure that you are professionally attired for your interview with the background investigator or anytime you report to the Human Resources Bureau.

HELPFUL RESOURCES

Foreign Diploma

An applicant who possesses a high school diploma or GED from an institution outside of the United States or its territories may obtain the "Application for the Foreign High School Diploma Equivalency to the U.S. High School Diploma" form FM-7291 at <http://attendanceservices.dadeschools.net/frecords.asp> to have the diploma validated by the Miami-Dade County School Board. The applicant may also contact Miami Dade College or another authorized institution/organization to have the diploma validated.

Foreign Degree

An applicant who possesses a degree from outside of the United States or its territories shall contact the Miami Dade College or another authorized institution/organization, such as an organization identified by the National Association of Credential Evaluation Services (NACES) <http://naces.org/members.htm>, to validate the degree.

Inquiries When Completing the PHQ

If you require assistance when completing the PHQ, contact **Background Investigations** at 786-331-5220 to speak to a background investigator, Monday through Friday, excluding holidays, during the hours of 8:00 a.m. – 4:00 p.m.

SOCIAL SECURITY NUMBER COLLECTION CONSENT

In accordance with Florida Statute 119.071, "General exemptions from inspection or copying of public records," a public agency in Florida may only request a Social Security Number (SSN) from an individual when it is specifically authorized by law to do so or imperative for the performance of that agency's duties and responsibilities. Additionally, the MDFR may release your SSN to a law enforcement or governmental agency if disclosure is necessary to perform its duties and responsibilities. Any social security number collected by MDFR staff is confidential and will be used for official business purposes only.

The decision to provide your SSN is yours; however, in that your SSN is essential in the processing of your application, background, medical and drug screenings, your refusal to provide the SSN will disqualify you from further employment consideration regarding the position for which you are applying with MDFR.

My signature below acknowledges that I have been informed and understand the purposes for disclosing my SSN. I hereby authorize MDFR to use my SSN for the purposes stated above.

Applicant Signature

Date

1. GENERAL INFORMATION

LAST NAME			FIRST NAME			MIDDLE NAME			
ALIAS(ES)/NICKNAME(S)									
MAIDEN NAME OR OTHER NAME CHANGE(S)									
RESIDENTIAL ADDRESS (NO POST OFFICE BOX)						APARTMENT #			
CITY			STATE		ZIP CODE		EMAIL ADDRESS		
RESIDENTIAL TELEPHONE # ()		WORK TELEPHONE # ()			CELLULAR TELEPHONE # ()		ALTERNATE TELEPHONE # ()		
SEX M <input type="checkbox"/> F <input type="checkbox"/>		HEIGHT		WEIGHT		EYE COLOR		HAIR COLOR	
MARITAL STATUS		DATE OF BIRTH (MM/DD/YYYY)		PLACE OF BIRTH (CITY, STATE, COUNTRY)			SOCIAL SECURITY # - -		
RACE/ETHNICITY (optional) <input type="checkbox"/> WHITE (Non-Hispanic) <input type="checkbox"/> BLACK (Non-Hispanic) <input type="checkbox"/> HISPANIC <input type="checkbox"/> ASIAN OR PACIFIC ISLANDER <input type="checkbox"/> AMERICAN INDIAN or ALASKAN NATIVE <input type="checkbox"/> OTHER _____									
ARE YOU A U.S. CITIZEN? YES <input type="checkbox"/> NO <input type="checkbox"/>									
IF YES: WERE YOU BORN IN THE U.S. OR ITS TERRITORIES? YES <input type="checkbox"/> NO <input type="checkbox"/> ARE YOU A NATURALIZED CITIZEN? YES <input type="checkbox"/> NO <input type="checkbox"/>									
IF NATURALIZED, CERTIFICATION # _____ DATE _____ LOCATION _____									
IF NO: ARE YOU A LEGAL RESIDENT/ALIEN? YES <input type="checkbox"/> NO <input type="checkbox"/>									
IF LEGAL RESIDENT/ALIEN, RESIDENT/ALIEN # _____ EXPIRATION DATE _____									

2. RESIDENTIAL ADDRESS

LIST ALL ADDRESSES WHERE YOU HAVE RESIDED WITHIN THE PAST 10 YEARS, TO INCLUDE UNITED STATES and INTERNATIONAL ADDRESSES, BEGINNING WITH YOUR CURRENT ADDRESS:

DATES RESIDED		STREET ADDRESS & APT/UNIT # (If Applicable)	CITY	STATE	ZIP CODE	COUNTRY
FROM	TO					

3. MAILING ADDRESS

LIST ALL ADDRESSES **NOT LISTED IN SECTION 2**, WITHIN AND OUTSIDE OF THE UNITED STATES TO INCLUDE POST OFFICE (P.O.) BOXES THROUGH THE UNITED STATES POSTAL SERVICE OR PRIVATE AGENCY, SUCH AS MAILBOXES ETC., UPS STORE, ETC., THAT YOU UTILIZED WITHIN THE PAST 10 YEARS TO RECEIVE MAIL:

DATES UTILIZED		STREET ADDRESS & APT/UNIT # (If Applicable) OR P.O. BOX #	CITY	STATE	ZIP CODE	COUNTRY
FROM	TO					

4. EMAIL ADDRESS

LIST ALL EMAIL ADDRESSES THAT YOU HAVE CREATED AND/OR USED WITHIN THE PAST 5 YEARS:

EMAIL ADDRESS	EMAIL ADDRESS	EMAIL ADDRESS

5. TELEPHONE NUMBER

LIST ALL TELEPHONE NUMBERS THAT HAVE BEEN ASSIGNED, REGISTERED, OR PROVIDED TO YOU FOR PERSONAL AND/OR BUSINESS USE WITHIN THE PAST 5 YEARS AND INDICATE THE TYPE OF PHONE BY CHECKING: BUSINESS (B), PERSONAL CELLULAR (C) [PERSONAL CELLULAR TELEPHONES INCLUDE THOSE ON CONTRACT PLANS, PREPAID SERVICES, ETC.] OR RESIDENTIAL (R).

TELEPHONE				TELEPHONE				TELEPHONE				TELEPHONE			
TYPE			NUMBER	TYPE			NUMBER	TYPE			NUMBER	TYPE			NUMBER
B	C	R		B	C	R		B	C	R		B	C	R	

6. SOCIAL NETWORK

LIST ALL SOCIAL NETWORKS; E.G., FACEBOOK, LINKEDIN, MYSPACE, TWITTER, INSTAGRAM, ETC., TO WHICH YOU HAVE SUBSCRIBED FOR PERSONAL ACCOUNTS WITHIN THE PAST 5 YEARS:

NETWORK	USER NAME	NETWORK	USER NAME

7. EDUCATION/TRAINING

ARE YOU A HIGH SCHOOL GRADUATE? ☐ YES ☐ NO

DID YOU OBTAIN A GED CERTIFICATE? ☐ YES ☐ NO

IF YES, STATE NAME OF SCHOOL: _____

GRADUATION DATE: _____

IF NO, PROVIDE THE FOLLOWING INFORMATION:

NAME OF LAST MIDDLE/HIGH-SCHOOL ATTENDED	DATES ATTENDED FROM TO	HIGHEST GRADE COMPLETED

COLLEGE OR UNIVERSITY ATTENDED

☐ Check here if not applicable

COLLEGE/UNIVERSITY NAME	ADDRESS	DATES ATTENDED FROM TO	CREDIT HOURS EARNED	TYPE OF DEGREE and FIELD OF STUDY	YEAR RECEIVED

FIRE FIGHTER ACADEMY

☐ Check here if not applicable

SCHOOL NAME	LOCATION	CERTIFICATION DATE

TRADE, TECHNICAL, VOCATIONAL, BUSINESS, OR MILITARY SCHOOL ATTENDED

☐ Check here if not applicable

SCHOOL/ACADEMY NAME	ADDRESS	DATES ATTENDED FROM TO	FIELD OF STUDY	CERTIFICATE/ LICENSE RECEIVED?
				YES NO

8. PROFESSIONAL LICENSE / CERTIFICATE

PROFESSIONAL LICENSE OR CERTIFICATE NOT LISTED IN SECTION 7:

☐ Check here if not applicable

TITLE OF CERTIFICATE/LICENSE	ISSUING AGENCY	STATE ISSUED	DATE ISSUED	EXPIRATION DATE

HAVE YOU EVER HAD A CERTIFICATE OR LICENSE (CONTRACTOR, REAL ESTATE, TEACHER, MEDICAL, PILOT, LAW ENFORCEMENT, CORRECTIONAL, ETC.) REVOKED OR SUSPENDED? YES ☐ NO ☐ IF YES, PROVIDE DETAILED INFORMATION BELOW:

9. DRIVER LICENSE

LIST ALL DRIVER LICENSES YOU HAVE BEEN ISSUED BY ANY STATE, COUNTRY, OR BRANCH OF THE MILITARY:

DRIVER LICENSE NUMBER	STATE/COUNTRY ISSUED	LICENSE CLASS	RESTRICTION(S) (If Any)	EXPIRATION DATE

a. IS YOUR DRIVER LICENSE VALID? YES ☐ NO ☐ IF NO, PROVIDE DETAILED INFORMATION BELOW:

b. HAVE YOU EVER BEEN DENIED ISSUANCE OF A DRIVER LICENSE? YES ☐ NO ☐

c. HAS YOUR DRIVER LICENSE EVER BEEN REVOKED / SUSPENDED? YES ☐ NO ☐

IF YOU ANSWERED YES TO QUESTIONS (b) OR (c), PROVIDE DETAILED INFORMATION BELOW:

10. OWNERSHIP/LEASE OF MOTOR VEHICLE

PROVIDE THE BELOW INFORMATION FOR ALL CARS, MOTORCYCLES, ETC., THAT YOU OWN / LEASE:

TYPE OF MOTOR VEHICLE	MAKE	MODEL	COLOR	YEAR	ISSUING STATE WITH TAG NUMBER	EXPIRATION DATE (IF LEASED)

11. MILITARY SERVICE

ARE YOU CURRENTLY SERVING OR HAVE YOU SERVED IN THE UNITED STATES ARMED FORCES; E.G., AIR FORCE, ARMY, MARINES, NAVY, ETC., INCLUDING U.S. RESERVE FORCES, NATIONAL GUARD OR STATE GUARD ASSOCIATION? YES ☐ NO ☐

IF YES, COMPLETE THE FOLLOWING:

DATE OF SERVICE	BRANCH OF SERVICE	RANK	OCCUPATIONAL SPECIALTY	DISCHARGE DATE	TYPE OF DISCHARGE	REASON FOR DISCHARGE

RESERVISTS:

a. INDICATE YOUR CURRENT RESERVE STATUS: ACTIVE _____ STANDBY _____ INACTIVE _____ DISCHARGED _____

b. IF YOUR RESERVE STATUS IS ACTIVE OR STANDBY, PROVIDE DETAILS OF YOUR OBLIGATION(S): _____

WHILE IN THE MILITARY (ACTIVE OR RESERVE), WERE YOU EVER:

a. REDUCED IN RANK? YES ☐ NO ☐

b. ARRESTED FOR ANY OFFENSE? YES ☐ NO ☐

c. COURT-MARTIALED; TRIED ON CHARGES; SUBJECT OF A SUMMARY COURT, DECK COURT, CAPTAIN'S MAST, COMPANY PUNISHMENT, OR ANY OTHER TYPE OF DISCIPLINARY ACTION, ARTICLE 15 (UCMJ) OR NON-JUDICIAL PUNISHMENT? YES ☐ NO ☐

IF YOU ANSWERED YES TO ANY OF THE QUESTIONS, PROVIDE A DETAILED EXPLANATION BELOW:

HAVE YOU SERVED IN ANY FOREIGN MILITARY FORCES? YES ☐ NO ☐ IF YES, PROVIDE A DETAILED EXPLANATION BELOW:

12. EMPLOYMENT HISTORY

- a. **BEGINNING WITH YOUR PRESENT OR MOST RECENT JOB, LIST ALL FULL-TIME, PART-TIME, TEMPORARY, RESERVIST, AND SELF EMPLOYMENT FOR THE PAST 10 YEARS - CHECK UNEMPLOYED OR IN SCHOOL AND PROVIDE THE DATES FOR ANY PERIOD(S) YOU DID NOT WORK.**

FROM DATE	EMPLOYER	JOB TITLE	PART-TIME/FULL-TIME
TO DATE	STREET ADDRESS	CITY, STATE & ZIP CODE	TELEPHONE # & FAX #
STARTING SALARY	DUTIES PERFORMED		SUPERVISOR NAME AND TITLE
ENDING SALARY	REASON FOR LEAVING		CO-WORKER NAME

UNEMPLOYED ☐ IN SCHOOL ☐

FROM DATE: _____ TO DATE: _____

FROM DATE	EMPLOYER	JOB TITLE	PART-TIME/FULL-TIME
TO DATE	STREET ADDRESS	CITY, STATE & ZIP CODE	TELEPHONE # & FAX #
STARTING SALARY	DUTIES PERFORMED		SUPERVISOR NAME AND TITLE
ENDING SALARY	REASON FOR LEAVING		CO-WORKER NAME

UNEMPLOYED ☐ IN SCHOOL ☐

FROM DATE: _____ TO DATE: _____

FROM DATE	EMPLOYER	JOB TITLE	PART-TIME/FULL-TIME
TO DATE	STREET ADDRESS	CITY, STATE & ZIP CODE	TELEPHONE # & FAX #
STARTING SALARY	DUTIES PERFORMED		SUPERVISOR NAME AND TITLE
ENDING SALARY	REASON FOR LEAVING		CO-WORKER NAME

UNEMPLOYED ☐ IN SCHOOL ☐

FROM DATE: _____ TO DATE: _____

FROM DATE	EMPLOYER	JOB TITLE	PART-TIME/FULL-TIME
TO DATE	STREET ADDRESS	CITY, STATE & ZIP CODE	TELEPHONE # & FAX #
STARTING SALARY	DUTIES PERFORMED		SUPERVISOR NAME AND TITLE
ENDING SALARY	REASON FOR LEAVING		CO-WORKER NAME

UNEMPLOYED ☐ IN SCHOOL ☐

FROM DATE: _____ TO DATE: _____

12. EMPLOYMENT HISTORY (CONT.)

FROM DATE	EMPLOYER	JOB TITLE	PART-TIME/FULL-TIME
TO DATE	STREET ADDRESS	CITY, STATE & ZIP CODE	TELEPHONE # & FAX #
STARTING SALARY	DUTIES PERFORMED		SUPERVISOR NAME AND TITLE
ENDING SALARY	REASON FOR LEAVING		CO-WORKER NAME

UNEMPLOYED ☐ IN SCHOOL ☐

FROM DATE:_____ TO DATE:_____

FROM DATE	EMPLOYER	JOB TITLE	PART-TIME/FULL-TIME
TO DATE	STREET ADDRESS	CITY, STATE & ZIP CODE	TELEPHONE # & FAX #
STARTING SALARY	DUTIES PERFORMED		SUPERVISOR NAME AND TITLE
ENDING SALARY	REASON FOR LEAVING		CO-WORKER NAME

UNEMPLOYED ☐ IN SCHOOL ☐

FROM DATE:_____ TO DATE:_____

FROM DATE	EMPLOYER	JOB TITLE	PART-TIME/FULL-TIME
TO DATE	STREET ADDRESS	CITY, STATE & ZIP CODE	TELEPHONE # & FAX #
STARTING SALARY	DUTIES PERFORMED		SUPERVISOR NAME AND TITLE
ENDING SALARY	REASON FOR LEAVING		CO-WORKER NAME

UNEMPLOYED ☐ IN SCHOOL ☐

FROM DATE:_____ TO DATE:_____

FROM DATE	EMPLOYER	JOB TITLE	PART-TIME/FULL-TIME
TO DATE	STREET ADDRESS	CITY, STATE & ZIP CODE	TELEPHONE # & FAX #
STARTING SALARY	DUTIES PERFORMED		SUPERVISOR NAME AND TITLE
ENDING SALARY	REASON FOR LEAVING		CO-WORKER NAME

UNEMPLOYED ☐ IN SCHOOL ☐

FROM DATE:_____ TO DATE:_____

12. EMPLOYMENT HISTORY (CONT.)

b. HAVE YOU EVER RESIGNED IN LIEU OF TERMINATION (R) OR BEEN TERMINATED (T) BY AN EMPLOYER? YES ☐ NO ☐

IF YES, CHECK APPROPRIATE SEPARATION TYPE AND PROVIDE DETAILS BELOW:

SEPARATION TYPE		DATE	NAME OF AGENCY/EMPLOYER	POSITION HELD
R	T			
REASON:				
SEPARATION TYPE		DATE	NAME OF AGENCY/EMPLOYER	POSITION HELD
R	T			
REASON:				
SEPARATION TYPE		DATE	NAME OF AGENCY/EMPLOYER	POSITION HELD
R	T			
REASON:				
SEPARATION TYPE		DATE	NAME OF AGENCY/EMPLOYER	POSITION HELD
R	T			
REASON:				

c. HAVE YOU BEEN COUNSELED, WARNED, REPRIMAND ED, ETC., IN WRITING BY AN EMPLOYER WITHIN THE PAST 2 YEARS?
YES ☐ NO ☐ IF YES, PROVIDE DETAILS BELOW:

DATE	NAME OF AGENCY/EMPLOYER	POSITION HELD
DESCRIBE REASON, CIRCUMSTANCE AND ACTION TAKEN BY EMPLOYER:		
DATE	NAME OF AGENCY/EMPLOYER	POSITION HELD
DESCRIBE REASON, CIRCUMSTANCE AND ACTION TAKEN BY EMPLOYER:		
DATE	NAME OF AGENCY/EMPLOYER	POSITION HELD
DESCRIBE REASON, CIRCUMSTANCE AND ACTION TAKEN BY EMPLOYER:		
DATE	NAME OF AGENCY/EMPLOYER	POSITION HELD
DESCRIBE REASON, CIRCUMSTANCE AND ACTION TAKEN BY EMPLOYER:		

12. EMPLOYMENT HISTORY (CONT.)

- d. HAVE YOU BEEN SUBJECT TO OR RECEIVED ANY DISCIPLINARY ACTION (FORMAL DISCIPLINE), INCLUDING BUT NOT LIMITED TO DEMOTION, RELIEF OF DUTY, AND/OR SUSPENSION BY AN EMPLOYER OTHER THAN IN THE MILITARY WITHIN THE PAST 10 YEARS? YES ☐ NO ☐ IF YES, PROVIDE DETAILS BELOW:

NAME OF EMPLOYER	POSITION HELD	DATE OF DISCIPLINARY ACTION
DESCRIBE REASON FOR DISCIPLINARY ACTION AND ACTION TAKEN BY EMPLOYER:		
DESCRIBE REASON FOR DISCIPLINARY ACTION AND ACTION TAKEN BY EMPLOYER:		
DESCRIBE REASON FOR DISCIPLINARY ACTION AND ACTION TAKEN BY EMPLOYER:		
DESCRIBE REASON FOR DISCIPLINARY ACTION AND ACTION TAKEN BY EMPLOYER:		
DESCRIBE REASON FOR DISCIPLINARY ACTION AND ACTION TAKEN BY EMPLOYER:		

- e. HAVE YOU EVER BEEN UNDER INVESTIGATION BY AN EMPLOYER FOR ANY REASON OTHER THAN BACKGROUND PURPOSES? YES ☐ NO ☐ IF YES, PROVIDE DETAILS BELOW:

NAME OF EMPLOYER	POSITION HELD	DATE OF ACTION
DESCRIBE REASON AND OUTCOME:		
DESCRIBE REASON AND OUTCOME:		
DESCRIBE REASON AND OUTCOME:		
DESCRIBE REASON AND OUTCOME:		
DESCRIBE REASON AND OUTCOME:		

12. EMPLOYMENT HISTORY (CONT.)

f. HAVE YOU RECEIVED A BELOW STANDARD OR BELOW SATISFACTORY RATING (OR EQUIVALENT) IN ANY CATEGORY OF A PERFORMANCE EVALUATION FROM AN EMPLOYER WITHIN THE PAST 10 YEARS? YES ☐ NO ☐ IF YES, PROVIDE DETAILS BELOW:

NAME OF EMPLOYER	POSITION HELD	RATING RECEIVED	CATEGORY	DATE OF PERFORMANCE EVALUATION
REASON FOR THE RATING:				

NAME OF EMPLOYER	POSITION HELD	RATING RECEIVED	CATEGORY	DATE OF PERFORMANCE EVALUATION
REASON FOR THE RATING:				

NAME OF EMPLOYER	POSITION HELD	RATING RECEIVED	CATEGORY	DATE OF PERFORMANCE EVALUATION
REASON FOR THE RATING:				

13. FINGERPRINTING

HAVE YOU BEEN FINGERPRINTED FOR ANY REASON WITHIN THE PAST 10 YEARS (JOB APPLICATION, ARREST, ETC.)? YES ☐ NO ☐ IF YES, PROVIDE THE FOLLOWING INFORMATION:

DATE	AGENCY/COMPANY	PURPOSE

14. EMPLOYMENT APPLICATION WITH ANY FIRE (INCLUDING MDFR), CORRECTIONAL, LAW ENFORCEMENT OR PUBLIC SAFETY AGENCY

HAVE YOU APPLIED FOR EMPLOYMENT WITH ANY FIRE (INCLUDING MDFR), CORRECTIONAL, LAW ENFORCEMENT, OR PUBLIC SAFETY AGENCY WITHIN THE PAST 10 YEARS? YES ☐ NO ☐ IF YES, PROVIDE THE FOLLOWING INFORMATION:

NAME OF AGENCY	POSITION APPLIED FOR	DATE OF APPLICATION	STATUS/DISPOSITION OF APPLICATION*

* Information in the Status/Disposition of Application section may include positive and negative information such as: approved for hire; under consideration; application pending; not hired due to criminal history; failed background, psychological, polygraph or medical examination; etc.

15. OTHER BUSINESSES

ARE YOU OR HAVE YOU EVER BEEN AN OWNER, PARTNER, OR CORPORATE OFFICER FOR ANY BUSINESS NOT LISTED AS AN EMPLOYER IN SECTION 12? YES ☐ NO ☐ IF YES, PROVIDE THE FOLLOWING INFORMATION:

NAME OF BUSINESS	ADDRESS	BUSINESS TYPE	POSITION HELD	DATES	
				FROM	TO

16. VOLUNTEER SERVICES

HAVE YOU EVER PERFORMED VOLUNTEER SERVICES WITH A FIRE, CORRECTIONAL, LAW ENFORCEMENT OR PUBLIC SAFETY AGENCY? YES ☐ NO ☐ IF YES, PROVIDE DETAILED INFORMATION BELOW:

NAME OF DEPARTMENT/AGENCY/ORGANIZATION	POSITION HELD/SERVICE PROVIDED	DATES	
		FROM	TO

REASON FOR LEAVING:

NAME OF DEPARTMENT/AGENCY/ORGANIZATION	POSITION HELD/SERVICE PROVIDED	DATES	
		FROM	TO

REASON FOR LEAVING:

NAME OF DEPARTMENT/AGENCY/ORGANIZATION	POSITION HELD/SERVICE PROVIDED	DATES	
		FROM	TO

REASON FOR LEAVING:

NAME OF DEPARTMENT/AGENCY/ORGANIZATION	POSITION HELD/SERVICE PROVIDED	DATES	
		FROM	TO

REASON FOR LEAVING:

NAME OF DEPARTMENT/AGENCY/ORGANIZATION	POSITION HELD/SERVICE PROVIDED	DATES	
		FROM	TO

REASON FOR LEAVING:

NAME OF DEPARTMENT/AGENCY/ORGANIZATION	POSITION HELD/SERVICE PROVIDED	DATES	
		FROM	TO

REASON FOR LEAVING:

17. ARREST, DETENTION, AND INCARCERATION (INCLUDING, BUT NOT LIMITED TO: JUVENILE, CONTEMPT OF COURT AND TRAFFIC)

APPLICANTS ARE REQUIRED TO DISCLOSE ANY ARREST(S) OR DETENTION(S) AS A JUVENILE / ADULT WHETHER THEY WERE HELD FOR QUESTIONING, RECEIVED A NOTICE TO APPEAR (NTA) OR PROMISE TO APPEAR (PTA), ETC. IN ADDITION, APPLICANTS MUST OBTAIN AND SUBMIT DOCUMENTS PERTAINING TO ALL ARRESTS REGARDLESS OF THE DISPOSITION; e.g., dismissed, adjudication withheld, not guilty, guilty, nolle prose, pre-trial diversion, etc., EVEN IF THE VIOLATIONS WERE NOT PROSECUTED OR THE RECORDS WERE SEALED, EXPUNGED /PURGED.

AN ARREST AND/OR CONVICTION MAY NOT NECESSARILY ELIMINATE YOU FROM CONSIDERATION FOR EMPLOYMENT. CIRCUMSTANCES SURROUNDING THE ARREST/CONVICTION WILL BE CONSIDERED, SUCH AS: the nature, severity, frequency, date of offense, subsequent history, efforts at rehabilitation, and relation of the offense to the requirements of the position for which you are applying.

- a. HAVE YOU EVER BEEN ARRESTED OR DETAINED BY ANY LAW ENFORCEMENT AGENCY, INCLUDING OUTSIDE THE UNITED STATES? YES ☐ NO ☐
- b. HAVE YOU EVER BEEN FOUND GUILTY (ADJUDICATED OR ADJUDICATION WITHHELD), PLED GUILTY OR NOLO CONTENDERE (NO CONTEST) TO ANY CRIMINAL LAW VIOLATION OTHER THAN MINOR TRAFFIC VIOLATIONS? YES ☐ NO ☐
- c. HAVE YOU EVER BEEN FINED FOR ANY OFFENSE OTHER THAN A TRAFFIC VIOLATION? YES ☐ NO ☐
- d. HAVE YOU EVER BEEN ON SUPERVISED RELEASE (PROBATION, PAROLE, COMMUNITY CONTROL, ETC.)? YES ☐ NO ☐
- e. HAVE YOU EVER BEEN PLACED INTO A PRE-TRIAL DIVERSION PROGRAM? YES ☐ NO ☐
- f. HAVE YOU BEEN ORDERED TO POST BAIL OR TO PLACE COLLATERAL FOR THE VIOLATION OF ANY LAW, POLICE REGULATION/ORDINANCE? YES ☐ NO ☐

IF YOU ANSWERED YES TO ANY OF THE QUESTIONS, COMPLETE THE FOLLOWING:

DATE	PLACE (City and State)	CHARGE/VIOLATION*	FINAL DISPOSITION/SENTENCE*

18. FAMILY/ASSOCIATES

(By associate, we mean someone who you are closely connected to as a business partner, companion, or with whom you have a personal relationship.)

IDENTIFY ALL FAMILY MEMBERS AND INDIVIDUALS WITH WHOM YOU ARE RESIDING OR HAVE RESIDED.

RELATIONSHIP	NAME	IF LIVING – WRITE THE INDIVIDUAL'S CURRENT ADDRESS / IF DECEASED – WRITE THE WORD “DECEASED”	TELEPHONE #
SPOUSE/DOMESTIC PARTNER/ COMMON LAW PARTNER/ CO-HABITANT (ROOMMATE) (Current and Former – List All)			
BOYFRIEND/GIRLFRIEND (Current and Former)			
PARENT OF YOUR CHILD IN COMMON (If applicable)			
CHILD (List All)			

18. FAMILY/ASSOCIATES (CONT.)

RELATIONSHIP	NAME	IF LIVING – WRITE THE INDIVIDUAL'S CURRENT ADDRESS / IF DECEASED – WRITE THE WORD “DECEASED”	TELEPHONE #
MOTHER			
STEPMOTHER (Current and Former – List All)			
FATHER			
STEPFATHER (Current and Former – List All)			

19. MDFR AFFILIATIONS

DO YOU HAVE ANY FAMILY MEMBER(S) OR ASSOCIATE(S) WHO IS CURRENTLY EMPLOYED BY MDFR OR MIAMI-DADE COUNTY?
YES ☐ NO ☐ IF YES, COMPLETE THE FOLLOWING:

EMPLOYEE NAME	WORK LOCATION	RELATIONSHIP

20. LEGAL

HAVE YOU EVER FILED OR HAVE BEEN INVOLVED IN A LAW-SUIT? YES ☐ NO ☐
IF YES, GIVE DETAILS BELOW:

DATE	DESCRIPTION	FINAL DISPOSITION

21. CHARACTER REFERENCES

LIST **THREE (3)** RESPONSIBLE, ADULT CHARACTER REFERENCES WHO HAVE KNOWN YOU WELL FOR THE **PAST FIVE YEARS**. (NO RELATIVES, FORMER OR PRESENT EMPLOYERS, CO-WORKERS, PEOPLE YOU RESIDE WITH, OR SCHOOL TEACHERS). **A LETTER FROM EACH CHARACTER REFERENCE LISTED BELOW MUST BE ATTACHED TO YOUR PHQ PACKET.**

LAST NAME

FIRST NAME

OCCUPATION

HOW LONG HAVE YOU KNOWN THIS PERSON?

(_____)_____
DAYTIME PHONE NUMBER

(_____)_____
WORK PHONE NUMBER

(_____)_____
CELLULAR PHONE NUMBER

EMAIL ADDRESS

ADDRESS

CITY

STATE

ZIP CODE

LAST NAME

FIRST NAME

OCCUPATION

HOW LONG HAVE YOU KNOWN THIS PERSON?

(_____)_____
DAYTIME PHONE NUMBER

(_____)_____
WORK PHONE NUMBER

(_____)_____
CELLULAR PHONE NUMBER

EMAIL ADDRESS

ADDRESS

CITY

STATE

ZIP CODE

LAST NAME

FIRST NAME

OCCUPATION

HOW LONG HAVE YOU KNOWN THIS PERSON?

(_____)_____
DAYTIME PHONE NUMBER

(_____)_____
WORK PHONE NUMBER

(_____)_____
CELLULAR PHONE NUMBER

EMAIL ADDRESS

ADDRESS

CITY

STATE

ZIP CODE

22. CONTROLLED SUBSTANCES (NARCOTICS)

- a. HAVE YOU EVER POSSESSED, SUPPLIED, MANUFACTURED, USED OR TRIED (SMOKED; INHALED; SWALLOWED; PLACED/RUBBED ON GUMS, LIPS, OR TONGUE; INJECTED; OR TAKEN BY ANY OTHER MEANS) ANY **ILLEGAL** DRUG OR CONTROLLED SUBSTANCE? YES ☐ NO ☐
- b. HAVE YOU EVER USED OR TRIED (SMOKED; INHALED; SWALLOWED; PLACED/RUBBED ON GUMS, LIPS, OR TONGUE; INJECTED; OR TAKEN BY ANY OTHER MEANS) A **LEGAL** SUBSTANCE TO GET "HIGH?" YES ☐ NO ☐

IF YOU ANSWERED YES TO ANY OF THE QUESTIONS ABOVE, PROVIDE THE FOLLOWING INFORMATION:

ILLEGAL DRUG OR CONTROLLED SUBSTANCE	LAST DATE USED/TRIED	CIRCUMSTANCE (Medicinal / Recreational / Etc.)

- c. HAVE YOU EVER USED PRESCRIPTION MEDICINE THAT WAS NOT PRESCRIBED TO YOU? YES ☐ NO ☐
- IF YES, PROVIDE THE FOLLOWING INFORMATION:

MEDICATION NAME	LAST DATE USED	CIRCUMSTANCE (Medicinal / Recreational / Etc.)

23. INCIDENTS OR FACTORS THAT MAY AFFECT EMPLOYMENT

IS THERE ANY INCIDENT(S) OR FACTOR(S) IN YOUR LIFE THAT MAY REFLECT UPON YOUR SUITABILITY FOR EMPLOYMENT NOT MENTIONED HEREIN THAT MAY REQUIRE FURTHER EXPLANATION? YES ☐ NO ☐

IF YES, PROVIDE DETAILED INFORMATION BELOW:

[illegible]

24. ADDITIONAL INFORMATION	

PAGE #	SECTION/ QUESTION #	CLARIFICATION/EXPLANATION
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[illegible]

24. ADDITIONAL INFORMATION (CONT.)

USE THIS PAGE FOR ANSWERS THAT REQUIRE FURTHER CLARIFICATION OR EXPLANATION. YOU MUST NOTATE THE PAGE NUMBER AND SECTION/QUESTION NUMBER WITH THE CORRESPONDING ANSWER.

[illegible]

MIAMI-DADE FIRE RESCUE DEPARTMENT

PERSONNEL MANAGEMENT BUREAU

9300 NW 41 STREET

MIAMI, FL 33178



CONFIDENTIAL RELEASE AND WAIVER

It is my understanding that MDFR will conduct a thorough investigation of my entire work and personal history. I hereby authorize any official representative of MDFR bearing a copy of this release to obtain information in your files pertaining to my employment and personal history to include but not limited to: education, attendance, extracurricular activities, background investigation(s), polygraph examination(s), criminal history, residence, employment, performance, internal affairs investigation(s), discipline, reason(s) for termination, reason(s) for discharge from military service, consumer credit report(s), and relevant medical records (medical records will not be requested until after a conditional employment offer has been extended).

I authorize MDFR to make or obtain photocopies of the documents in my records. This release is executed with full knowledge and understanding that the information is for official use by MDFR. Consent is granted for MDFR to furnish the information described above in the course of fulfilling its official responsibilities. I hereby release the institution or establishment which you represent including its officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

I understand that this release is effective for a period of one year from the date below. If you have any questions as to the validity of this release, you may contact me as indicated below:

PRINT FULL NAME: _____
SOCIAL SECURITY #: _____
CURRENT ADDRESS: _____
TELEPHONE #: DAY () _____ - _____
EVENING () _____ - _____

Applicant Signature

Date

AFFIDAVIT

STATE OF FLORIDA, COUNTY OF _____, the foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known _____ or who has produced identification.

Type of identification produced _____.

Print or Type Commissioned Name of Notary

Notary Signature

Notary Seal

25. ATTESTATION

I hereby swear/affirm that there are no misrepresentations, falsification, or omissions of answers, responses, and statements that I have provided in this PHQ. I am aware that should an investigation disclose any misrepresentation, falsification or omission, my application may be rejected, and I may be disqualified from employment with the MDFR. In addition, if after my employment, subsequent investigation discloses any misrepresentation, falsification, or omission, it will be just cause for my dismissal.

I understand that it is my responsibility to notify my background investigator, within 3 business days, of any change to the information provided in this PHQ; e.g., general information, address, telephone number, criminal record, arrest of family member/associate, etc.

I consent to submitting to a background investigation and other selection processes, which may include, but not be limited to: job interview, fingerprint processing, physical abilities test, psychological evaluation, medical examination, and other means deemed necessary and proper by MDFR to complete its investigation as to my suitability for the position for which I have applied. Additionally, I understand that a copy of this PHQ may be forwarded to affiliates of MDFR for official purposes; e.g., psychological examination, physical examination, etc.

Applicant Signature

Date

AFFIDAVIT

STATE OF FLORIDA, COUNTY OF _____, the foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____, who is personally known _____ or who has produced identification. Type of identification produced _____.

Print or Type Commissioned Name of Notary

Notary Signature

Notary Seal