



Heartland Fire Training Authority

38TH HEARTLAND FIRE ACADEMY **APPLICATION INSTRUCTIONS**

Please read the information provided to you in the following pages and follow the instructions carefully when filling out your application. Incomplete application packages, or failure to comply with these procedures, may preclude your acceptance into the academy.

Fill out the attached application completely and return it before 5:00pm on Friday, October 25th, 2024. **It is the applicant's responsibility to ensure that all pertaining documents arrive with your application packet.** All supporting documents must be in your application package for you to be considered for the academy.

If submitting application electronically, send completed packet to info@heartlandfiretraining.org with the subject line title **"38TH HEARTLAND FIRE ACADEMY APPLICATION - YOUR NAME"**

IF MAILING APPLICATION PACKET OR DELIVERING APPLICATION PACKET IN-PERSON:

Heartland Fire Training Facility
Attn: Office of the Training Manager
1301 N. Marshall Ave
El Cajon CA 92020

Office Hours for Delivery
Monday – Friday 7:30 AM. to 3:30 PM
Phone: (619) 441-1693

A COMPLETE APPLICATION SHOULD INCLUDE THE FOLLOWING ITEMS:

- Candidate application (*form attached*)
 - *Application should be typed out (no handwritten applications will be accepted)*
- Copies of certificates, transcripts for all prerequisite courses that have been completed.
 - *All copies must be submitted in PDF format*
- Completed Heartland Fire Training Authority Questionnaire
 - *Submit questionnaire answers in PDF format*

OPTIONAL ITEMS:

- Resume
- Letters of recommendation (*maximum of two*)
- Copies of any additional related certifications, CPR, EMT-B, EMT-P, etc.
- Certificate of release or discharge from active duty (DD214) if applicable

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Heartland Fire Academy Open Enrollment Application

NO OTHER FORM OF APPLICATION WILL BE ACCEPTED

INSTRUCTIONS (please read carefully): This application is an initial part of the candidate evaluation process. Please apply only if you feel reasonably certain that you meet the requirements as described in the position flyer. Fill this application out completely. Please notify us promptly if you have a change of address, phone or email.

Full Name (Last, First MI)		Date of Birth	DATE of APPLICATION	
Home Address		City	State	Zip Code
Mailing Address (if different from home address)				
Home Phone ()	Cell Phone* ()	Driver's License Number	State	Exp. Date

EMAIL ADDRESS: _____

Name and Location of High School:

Circle Highest Grade Completed	9 10 11 12	Diploma	GED
Circle Highest Degree Completed	A.A. / A.S.	B.A. / B.S.	M.A. / M.S.

Include relevant education and training, including college, business, technical and in-service coursework.

School Name Location (city and state)	Dates of Attendance		Units/Hours Completed		Course/Series Title or Major Field	Degree/Certificate Received & Year
	From Mo / Yr.	To Mo / Yr.	Sem.	Qtr.		

Attach PDF copies of all diplomas, certifications, licenses, etc.

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Please describe additional course work or training (including military), which may assist you in the Fire Service.

Please list and provide copies of special certificates or other competencies which may assist you in the Fire Service.

Licensing Information

EMT 1 Certification: Type: _____ Number: _____ Expiration Date: _____

EMT-P Certification: Type: _____ Number: _____ Expiration Date: _____

Driver's License: Type: _____ Number: _____ Expiration Date: _____

FIRE & EMS RELATED WORK EXPERIENCE:

Please list Fire Reserve, Volunteer, Ride-A-Long experience (agency and duration)

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Total Yrs:	Job Title/Assignment:
Hours/Week:	Duties
Number Supervised:	
Supervisor:	Title: Phone: ()
Reason for leaving:	

CERTIFICATE OF APPLICANT (Read carefully before signing): I hereby certify that all statements made in this application and on all supplemental information provided are true, and I agree and understand that any misstatement of facts may cause disqualification from or forfeiture of placement in the Heartland Fire Academy. I authorize the Heartland Fire Training Authority personnel members to make any necessary and appropriate investigations to verify the information provided.

NAME (PRINT): _____ DATE: _____

SIGNATURE: _____ DATE: _____

PROFILE - TELL US ABOUT YOU

**Please type answers on a separate sheet. NOT TO EXCEED 1 PAGE
(Responses should be typed in size 12 - Times New Roman font, double spaced)**

1. Why are you interested in the fire service and why should we select you for the 38th Heartland Fire Academy?
2. Do you have the flexibility in your work-life/home-life schedule to fully devote your time and effort throughout the duration of the Heartland Fire Academy? Explain what your weekly schedule will look like during the academy.
3. What is your goal after completing the Heartland Fire Academy?
4. The mandatory interview date is November 6th, can you attend this date?
5. The mandatory orientation date is December 2nd, can you attend this date?
6. What final impression would you like us to remember you by?

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