



Emergency  
911

**The Cottage Grove Volunteer Fire Department Inc.**

**4030 Highway N • Cottage Grove, WI 53527**



Business  
(608) 839-4343

## Application for Volunteer Fire Department

| Position applying for  |                 |       |
|--|-----------------|-------|
| Firefighter  | Driver/Operator | Other |
| Contact Information  |                 |       |
| Legal Name   |                 |       |
| Street Address   |                 |       |
| City   | State           | Zip   |
| Cell   | Home            | Work  |
| Email Address  |                 |       |
| Background & Qualification   |                 |       |
| Is your residence within the service area of CGVFDI?                           | Yes             | No    |
| Are you employed within the service area of CGVFDI?                            | Yes             | No    |
| Do you have a High School Diploma or GED?                                      | Yes             | No    |
| Do you possess a valid Driver's License  | Yes             | No    |
| State  | DL Number       |       |
| Do you possess a valid Commercial Driver's License?                            | Yes             | No    |
| Type/Class   |                 |       |
| Are you a current or former military service member?<br>If Yes, provide DD-214 | Yes             | No    |

What is the extent of your fire department experience? Do you possess any certifications/licenses? If yes, give details:

Describe any special training, apprenticeship, skills, or other experiences which may have prepared you for this position:

|   |     |    |
|---|-----|----|
| Have you ever been convicted of, plead guilty to, or no contest to, or have pending charges for a crime other than a traffic violation? | Yes | No |
|---|-----|----|

If yes, give details

Note: A conviction record or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the circumstances of the charges and the position applying for. CGVFD will conduct Criminal Background and Driving Record Checks on all applicants prior to hire, and periodically on all active members during employment.

**Current Employment**

|          |            |
|----------|------------|
| Employer | Supervisor |
|----------|------------|

|                  |              |
|------------------|--------------|
| Employment Dates | Phone Number |
|------------------|--------------|

Address

Job Title, Responsibilities, and Duties

**Previous Employment**  
Please complete the following for any other employers in the past 5 years

|   |              |
|---|--------------|
| Employer                                | Supervisor   |
| Employment Dates                        | Phone Number |
| Address                                 |              |
| Job Title, Responsibilities, and Duties |              |

|   |              |
|---|--------------|
| Employer                                | Supervisor   |
| Employment Dates                        | Phone Number |
| Address                                 |              |
| Job Title, Responsibilities, and Duties |              |

**References**  
List names and phone numbers of three people (not relatives) who have knowledge of your abilities, experience, and character

|                        |              |       |     |
|------------------------|--------------|-------|-----|
| Name                   | Phone Number |       |     |
| Address                | City         | State | Zip |
| Nature of relationship |              |       |     |

|                        |              |       |     |
|------------------------|--------------|-------|-----|
| Name                   | Phone Number |       |     |
| Address                | City         | State | Zip |
| Nature of relationship |              |       |     |

|                        |              |       |     |
|------------------------|--------------|-------|-----|
| Name                   | Phone Number |       |     |
| Address                | City         | State | Zip |
| Nature of relationship |              |       |     |

### Acknowledgement

The information that I have provided on this application and background check form is true, complete, and correct to the best of my knowledge.

I understand that any misrepresentation or omission of relevant information shall be considered sufficient reason for withdrawal of an application or future termination of service with Cottage Grove Volunteer Fire Department, Inc.

I hereby authorize the Cottage Grove Volunteer Fire Department, Inc. or its authorized representative to verify any information pertaining to my employment, including but not limited to criminal history, driving records, or educational records.

Signature

Date

A completed Consent for Criminal Background Check (see next page) is required with this application.

**Completed Application and Background Check may be returned:**

Electronically to: [Chief@CottageGroveFire.org](mailto:Chief@CottageGroveFire.org)

By mail to: Cottage Grove Fire Department  
4030 Hwy N, Cottage Grove, WI 53527

**Cottage Grove Fire Department  
Applicant/Member Consent for Criminal Background Check**

The position for which you are an applicant or currently hold is one in which a conviction or a pending criminal charge including misdemeanors and felonies could eliminate you from further consideration or could affect your current position status if the circumstances of such a criminal charge or conviction are found to be substantially related to the position. Therefore, applicants interviewed for positions and current members are required to provide information about convictions and pending criminal charges. Applicants who do not complete the Consent for Criminal Background Check form will be removed from the list of potential hires for failure to complete the process. Current members may also be required to provide information about convictions and pending criminal charges, failure to do so may result in changes in membership status. Definitions of arrest record, criminal charge and conviction record are on page 2 of this form.

In addition to providing the information requested below, you and a personnel committee member or Fire Chief may be discussing the facts and circumstances of any pending criminal charge or conviction to determine its relationship to the duties and responsibilities of the position.

Personally identifiable information on this form will be used to obtain relevant data as noted under the provisions of Wis. Stat. §§ 111.31-111.395. Providing your Social Security number is required; however, be sure method of transmission is secure. The information you provide on this form will be retained in a **confidential** manner.

**COMPLETE ALL ITEMS FULLY AND ACCURATELY. PRINT OR TYPE ALL INFORMATION.**

Position for Which You Are Applying – Title

|  |                         |
|--|-------------------------|
| Applicant – Legal Name (Last, First, and Middle) | Social Security Number  |
| Current Address:                                 | Driver's License Number |

Applicant – Other Name(s) Used (including maiden names):

|   |  |   |
|---|--|---|
| Sex<br>(Check one)<br><input type="checkbox"/> Male<br><input type="checkbox"/> Female                                      | Birth Date<br>(Month/Day/Year.)<br>Month      Day      Year  | Race / Ethnicity (Check one)<br><input type="checkbox"/> White (Not Hispanic or Latino) <input type="checkbox"/> Asian or Pacific Islander<br><input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Other<br><input type="checkbox"/> Black or African American (Not Hispanic or Latino) |
| Do you have any criminal charges now pending?<br><input type="checkbox"/> Yes – Arrest Date:<br><input type="checkbox"/> No | Have you ever been convicted of any crime anywhere, including in federal, state, local, military, and tribal courts?<br><input type="checkbox"/> Yes – Conviction Date:<br><input type="checkbox"/> No |   |

Name(s) and Location(s) of Court:

Nature of the Offense(s) for pending charges or convictions. Explain incident in detail and disposition/outcome. (If necessary, attach additional pages):

**Have you resided outside of Wisconsin in the last seven (7) years?**  Yes  No

If **Yes**, list each state and the dates you resided there.

If **Yes**, provide your current email address:

To the best of my knowledge, the information above is true and complete. I understand that this information will be checked either before, immediately following actual employment in the position, or during employment, and that any false or misleading information will result in disqualification of further employment consideration or termination of employment. I also understand that if conclusive identification of records cannot be made based on the information I am providing, I may be asked to furnish additional information, such as two fingerprints.

I authorize the employer to examine any convictions and/or pending charges that the employer determines necessary, as provided by law:  Yes  No

|                                     |             |
|-------------------------------------|-------------|
| <b>SIGNATURE</b> – Applicant/Member | Date Signed |
|-------------------------------------|-------------|

| HUMAN RESOURCES USE ONLY |                 |  |   |
|--------------------------|-----------------|--|---|
| Processed by:            | Date Processed: | Decision:<br><input type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible | Distribution: Original – Personnel File |

**Cottage Grove Fire Department  
Applicant/Member Consent for Criminal Background Check**

**FORM TERM DEFINITIONS**

**Arrest Record:** “Includes, but is not limited to, information indicating that an individual has been questioned, apprehended, taken into custody or detention, held for investigation, arrested, charged with, indicted or tried for any felony, misdemeanor or other offense pursuant to any law enforcement or military authority.” S. 111.32(1), Wis. Stats.

**Conviction Record:** “Includes, but is not limited to, information indicating that an individual has been convicted of any felony, misdemeanor or other offense, has been adjudicated delinquent, has been less than honorably discharged, or has been placed on probation, fined, imprisoned, placed on extended supervision or paroled pursuant to any law enforcement or military authority.” S. 111.32(3), Wis. Stats.

**Criminal Charge:** A criminal complaint, information, or indictment filed in a state, federal, tribal or international court of law. Violations of municipal ordinances or civil actions do not need to be reported.

**What do you need to do now?**

Applicants/Members are required to complete, sign, and return the attached form in order to remain under consideration for this position or an active member.

If required to bring to the interview, complete the form, place it in a sealed envelope, and leave it with the interview coordinator or supervisor. If required to complete at another time, complete the form and return to the requestor. Do not transmit your social security number electronically.