



Chesterton Fire Department Application Instructions

**FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN AN INCOMPLETE APPLICATION.
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

All applicants must:

1. Be a United States citizen.
2. Be at least 18 years of age.
3. Must be appointed prior to 36th birthday, **UNLESS** currently employed as a police officer with a department that participates in the 1977 Police and Firefighter Pension Fund. A veteran of the Armed Forces who has been honorably discharged with at least 20 years of military service is eligible to be employed if not more than 40 years and six (6) months of age at the time of appointment.
4. Possess a valid driver's license and be of good reputation and character.
5. Be able to pass a background check, a PERF physical, an employee panel interview and an interview with the Fire Department Oversight Committee (FDOC).
6. Must have a minimum of ten (10) year of career fire experience.
7. Obtain a copy of the application packet:
 - a. Download from the Town of Chesterton website at www.chestertonin.org
 - b. Email a request for the application packet to ecamel@chestertonfire.org
 - c. Pickup an application packet from:
 - i. Chesterton Fire Department at 702 Broadway, Monday – Friday, 8:00 am to 4:00 pm.

Instructions for completing the application:

1. Print legibly or type the information required. Answer all questions fully, using additional sheets of paper as needed. If a question does not apply or pertain to you, note "None" or "Does Not Apply".
2. Sign and date the application prior to returning.

3. The application may be physically turned in to the Chesterton Fire Department (702 Broadway) between the hours of 8:00 am and 4:00 pm, Monday through Friday or emailed to ecamel@chestertonfire.org
4. Completed applications **MUST** include the following documents:
 - a. Certified copy of birth certificate
 - b. Copy of high school or greater transcripts
 - c. Copy of state issued driver's license
 - d. Copy of fire service certifications
5. If you have completed military service, the following documents must also be included:
 - a. Proof of military discharge (DD214)
6. Applications and required materials must be turned into either of the Chesterton Fire Department at 702 Broadway, Chesterton, Indiana, or emailed to ecamel@chestertonfire.org no later than Thursday December 23rd, 2021 at 4:00 pm.
7. Eligible candidates will receive a letter via U.S. mail informing them of eligibility for the next phases of the hiring process and the dates thereof.