

LAST NAME:		FIRST NAME:		PERNR:	
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**DIRECTIONS:** This Structured Resume will be used to assist in identifying which candidates possess the strongest combination of job-related experience, education, training, and personal characteristics. Please respond to each question in sufficient detail so that your qualifications and accomplishments can be given full consideration. The information you provide must be reviewed by your current supervisor/Fire Battalion Chief, and its accuracy will later be verified by Fire-Rescue Human Resources Division.

**You cannot submit this form online.** Either print it and fill it out by hand OR fill it out online and then print it. If you type your responses, **you may not use a font size smaller than 12.** Some sections of the application may let you type beyond the box spaces but the printer may cut off some of your typing. If this happens, you must edit your information so that it prints fully. If more space is needed, you may use **one (1) additional single-sided page** for your completed responses to ALL questions on pages 1 to 4 of this form. Specify your name, PERNR and the number/of each continued question on the attached page. **The information you enter cannot be saved,** so please check your information carefully before and after printing and signing the form.

The following factors that contribute to successful job performance will be evaluated during the Structured Interview Component of the Screening Process, in large part based on the information you provide in your Structured Resume, in addition to other factors such as Oral Communication, Decision Making and Leadership, as described in the Job Announcement. In particular, the narrative descriptions and examples you provide will be evaluated to determine if they demonstrate your possession of personal characteristics described in the following areas:

<ul style="list-style-type: none"> <li>Professional manner and demeanor while on duty</li> <li>Good grooming and dress habits</li> <li>Loyalty to and respect for work associates</li> <li>Loyalty to and respect for the department and its mission</li> </ul>	<ul style="list-style-type: none"> <li>Follows through on promised actions</li> <li>Does not make false promises</li> <li>Good Moral character and ethical conduct</li> <li>Objectivity and impartiality in dealings with people</li> <li>Reaction to unfair, illegal or unethical conduct</li> </ul>	<ul style="list-style-type: none"> <li>Strong desire to achieve at work</li> <li>Accomplishment of work-related goals and objectives</li> <li>Seeks responsibility and personal/professional development</li> <li>Achievement through personal effort and effective use of resources</li> <li>Pursuance of fire service as a career</li> </ul>
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**NOTE:** This Structured Resume must be submitted to the San Diego Fire-Rescue Human Resources Division no later than **4:00 P.M., Monday, November 5, 2012.** You must submit proof for all listed degrees, licenses, experience, etc., even if you have previously submitted supporting documents for past processes. The employee achievement record is no longer used for promotional processes and will not be accepted as proof. Listed information that does not have supporting documentation will redacted and not used during the promotional process. Failure to submit a Structured Resume will result in a Memo being prepared by the Fire-Rescue Human Resources Division indicating no Structured Resume was provided. **Do NOT submit any of these documents to San Diego City Personnel Department.**

**1. EDUCATION:** List all post secondary education that you have completed, including degrees obtained and college-level certificates awarded by accredited universities, colleges or community colleges.

College Degrees		Total Units:	
Degree:		Degree:	
College:		College:	
Date:		Date:	
Degree:		Degree:	
College:		College:	
Date:		Date:	
College Certificates			
Certificate:		Certificate:	
College:		College:	
Date:		Date:	
Certificate:		Certificate:	
College:		College:	
Date:		Date:	

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2. **CURRENT VALID LICENSES AND OTHER FIRE-RELATED CERTIFICATIONS:** List all current valid licenses that have been issued to you by state or federal agencies, as well as other fire-related certifications issued by state or federal agencies or other accredited agencies (Example: Fire Officer, Front Line Management, and Fire Protection Administration).

License/Certification	Issuing Agency
•	•
•	•
•	•
•	•
•	•
•	•
•	•

3. **OPERATIONS EXPERIENCE:** List all operations experience you have had with the San Diego Fire-Rescue Department and other fire-related agencies.

Number of years with San Diego Fire-Rescue:	
Current Rank:	Number of Years:
Total Battalion Chief OCA hours at Rate of Fire Captain or Fire Prevention Supv:	
Specialty Station Assignment(s) in Current Rank within the last 4 years:	• • • •
<b>Experience with Other Fire Agencies:</b>	
Name of Agency	Position Held
•	•
•	•
•	•
•	•
•	•

4. **SPECIAL and STRAIGHT-DAY ASSIGNMENTS:** List all special assignments and projects you have completed with the San Diego Fire-Rescue Department. If ongoing, please indicate.

Assignment/Project:	
Position:	Dates:
Assignment/Project:	
Position:	Dates:
Assignment/Project:	
Position:	Dates:
Assignment/Project:	
Position:	Dates:
Assignment/Project:	
Position:	Dates:



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8. **OTHER RELEVANT ACHIEVEMENTS AND QUALIFICATIONS:** Please list any additional qualifications, which you possess that have not been covered by previous questions in this Special Application/Structured Resume (e.g. community involvement/awards/organizations, non-fire-related awards, etc.)

I verify by my signature below that all statements made on this Structured Resume are true and complete to the best of my knowledge. I understand that any false statements may be cause for rejection of my application or discharge from employment. I understand that the City may make inquiries to verify the information I have provided.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Applicant)

**TO BE SIGNED BY APPLICANT'S CURRENT SUPERVISOR/FIRE BATTALION CHIEF BEFORE SUBMISSION OF APPLICATION TO THE CITY PERSONNEL DEPARTMENT.**

To the best of my firsthand knowledge, I agree that the factual data provided by the above mentioned Structured Resume is correct.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

**TO BE SIGNED BY SAN DIEGO FIRE-RESCUE HUMAN RESOURCES DIVISION.**

To the extent possible based on information currently available to this office, I verify that the factual data provided by the above mentioned Structured Resume is correct to the best of my knowledge.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

**\*\* IMPORTANT \*\***

COMPLETE AND SUBMIT THE STRUCTURED RESUME AND PROVIDE ONE ADDITIONAL COPY.  
INCOMPLETE STRUCTURED RESUME MATERIALS MAY RESULT IN MISSED EMPLOYMENT OPPORTUNITIES.  
PLEASE MAKE A COPY OF YOUR STRUCTURED RESUME FOR YOUR PERSONAL RECORDS.