

LAST NAME:		FIRST NAME:		EMPLOYEE I.D. NO./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 will be verified by the City of San Diego Fire-Rescue Human Resources Division.

You cannot submit this form online. Either print and fill it out by hand OR fill it out online and then print it. Some sections of the Structured Resume 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. If you do use an additional single-sided page, **please use a font size of at least 12**. Specify your name, Employee I.D. Number/PERNR and the number of each continued question on the attached page. **The information you enter can be saved**, so please save often. Check your information carefully before and after printing and signing the form.

NOTE: This Structured Resume and one additional copy **MUST** be submitted to the City of San Diego Fire-Rescue Human Resources Division no later than **4:00 p.m., Friday, December 18, 2015**. You must submit proof of 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 be redacted and not used during the promotional process. **Do NOT submit any of these documents to the City of San Diego Personnel Department.** Submission of this Structured Resume is **mandatory**. Candidates who do not submit a Structured Resume by the deadline will be excluded from further participation in the promotional process.

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			
Degree:		Degree:	
College:		College:	
Date:		Date:	
Degree:		Degree:	
College:		College:	
Date:		Date:	
College Units			
College:		College:	
Units:		Units:	
College:		College:	
Units:		Units:	
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 (e.g., Fire Officer, Front Line Management, Fire Protection Administration).

License/Certification	Issuing Agency
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•	•
•	•
•	•
•	•
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3. **OPERATIONS EXPERIENCE:** List all operations experience you have had with the City of San Diego Fire-Rescue Department and other fire-related agencies.

Number of years with City of San Diego Fire-Rescue Department:	
Current Rank:	Number of years/months in Current Rank:
Total OCA hours at Rate of Fire Captain:	
Specialty Station Assignment(s) in Current Rank within the last 4 years:	• • • •

Experience with Other Fire Agencies	
Name of Agency	Position Held
•	•
•	•
•	•
•	•
•	•

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

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

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

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 CITY OF 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 abovementioned Structured Resume is correct to the best of my knowledge.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

**** IMPORTANT ****

**COMPLETE AND SUBMIT THE STRUCTURED RESUME AND ONE ADDITIONAL COPY TO THE CITY OF SAN DIEGO FIRE-RESCUE HUMAN RESOURCES DIVISION NO LATER THAN 4:00 P.M., FRIDAY, DECEMBER 18, 2015.
INCOMPLETE STRUCTURED RESUME MATERIALS MAY RESULT IN MISSED EMPLOYMENT OPPORTUNITIES.
PLEASE MAKE A COPY OF YOUR STRUCTURED RESUME FOR YOUR PERSONAL RECORDS.**