



St. Andrews Fire Department

A Division of St. Andrews Public Service District

HR@standrewspsd.org

Dear Applicant,

Thank you for your interest in St. Andrews Fire Department (SAFD). We believe a firefighter is a foundational position that is a cornerstone in our organization. We seek to hire motivated individuals who wish to become a part of our team, individuals who will work to enhance our effectiveness, and someone who exemplifies the mission, vision, and values of SAFD.

Hiring Process:

Complete the attached employment application.

Submit application and copies of any pertinent certifications (ex. FFI, FFII, EMT) to St. Andrews PSD, HR Department, at 1775 Ashley River Road, Charleston, SC 29407 or via email to HR@standrewspsd.org

Upon meeting all qualifications and successful completion of the application packet, you will be eligible to enroll in the next scheduled Pre-employment Firefighter Evaluations.

1. Written General Knowledge Evaluation (must receive a minimum passing score of 70%)
2. Integrity Evaluation (must receive a minimum “pass” from the third-party evaluator)
3. SAFD’s Job Related Physical Ability Test (must be completed in 7 minutes or less).

Cost is the responsibility of the applicant.

If you are offered an interview and selected as a candidate of choice, you will be required to submit:

1. Additional information for a background check with the state law enforcement from your state of residency
2. A pre-employment physical exam and drug screen at a facility designated by St. Andrews Public Service District (SAPSD). ***Cost is the responsibility of SAPSD.***

All job offers are contingent upon successful completion of physical, drug screen and various background investigations which may include criminal history, driving record, credit report, employment history, education verification, and personal references. The Fire Chief and/or designee will have the final decision on any offers of employment with the St. Andrews Fire Department

Email questions concerning your application to HR@standrewspsd.org

Very Respectfully,

Charles G. Lamoreaux
Chief of Department

“Our mission is to provide a prepared professional response to our customers.
As a model of fire service efficiency our vision is to enhance, protect, and preserve the lives of our customers.”



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Employment Application

Drug test required

Personal Information

Name _____

Last

First

Middle

Address _____

Street

City

State

Zip Code

Phone () _____

Email _____

Are you at least 18 years old?

YES

NO

Questionnaire

Please answer the following questions with a detailed response on a separate piece of paper. Be sure to attach your answers with the rest of your completed application before submitting it.

1. Why do you desire to be employed with St. Andrews Fire Department?
2. What experiences, whether personal or professional, have prepared you for a position within the fire service?
3. In your opinion, what are three personality strengths that you possess and why are they important in the fire service?
4. Everyone has weaknesses, in your opinion, describe two of your weakness and explain why you feel that way.
5. If hired, why would you be an asset to St. Andrews Fire Department?

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Military Experience

Have you served in the U.S. Armed Forces? Yes _____ No _____

If yes, what branch? _____

Dates of Service _____ to _____
Month/Year Month/Year

Tell me how your experience and specialized training in the military can benefit St. Andrews Fire Department.

Education

	Name & Location of School	# of Years Attended	Graduate or GED (if applicable)
High School			
College			
Technical College			
Trade			

Please list any additional skills: _____

List your highest Firefighting Certifications and type (IFSAC, Pro Board): _____

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Employment History

Please list your last **four** employers, beginning with your most recent. Include any military, part-time or volunteer work and any periods of unemployment.

Company Name _____ Address: _____

Dates Employed From _____ to _____ Job Title _____
Month/Year Month/Year

Job Description _____

Reason for leaving _____

Supervisor Name _____

Supervisor Phone Number () _____ May we contact? _____

Company Name _____ Address: _____

Dates Employed From _____ to _____ Job Title _____
Month/Year Month/Year

Job Description _____

Reason for leaving _____

Supervisor Name _____

Supervisor Phone Number () _____ May we contact? _____

Company Name _____ Address: _____

Dates Employed From _____ to _____ Job Title _____
Month/Year Month/Year

Job Description _____

Reason for leaving _____

Supervisor Name _____

Supervisor Phone Number () _____ May we contact? _____

Company Name _____ Address: _____

Dates Employed From _____ to _____ Job Title _____
Month/Year Month/Year

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Driver' License Information

Do you possess a valid Driver's License? Yes _____ No _____

Driver's License Number _____ State _____ Class _____

Criminal Record

Have you ever been convicted of a felony? Yes _____ No _____

If yes, please explain _____

Signature and Certification

St. Andrews Public Service District is an equal opportunity employer. Applicants will be considered for positions without regard to age, race, color, religion, national origin, gender, or disability.

I hereby affirm that the information provided on this application (and any accompanying resume and/or documentation, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I further understand this application becomes the property of St. Andrews Public Service District and will not be returned.

I understand that my employment can be terminated, with or without cause, at any time at the discretion of St. Andrews Public Service District or myself. I understand that no management official other than the St. Andrews Public Service District has any authority to enter any agreement contrary to the foregoing or make any oral assurance or promise of continued employment.

I authorize persons, schools, my current and/or recent employers and organizations named in this application and accompanying resume and/or documentation, to provide any relevant information that may be required to arrive at an employment decision.

Signature _____

Date _____

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