

**Supplemental Application Form
Fire Chief
Town of Boone**

Name: _____ **Date:** _____

Directions: Please complete the following questions on a separate sheet of paper and sign the certification statement at the end of the supplemental application form. Please answer the questions clearly and concisely. Also, please attach an organizational chart for the organization in which you currently work or most recently previously worked. Please highlight your position on the organizational chart with a colored marker.

Please submit this supplemental application along with the Town's employment application to:

Peri Moretz, Director of Human Resources, Town of Boone, PO Drawer 192, Boone, NC 28607

1. Why are you interested in the Fire Chief position in Boone?
2. How many people do you currently supervise both directly and indirectly? (Or in most recent job?)
3. Describe your experience and philosophy with:
 - a. hiring and motivating employees
 - b. creating a high performance fire department
4. Place the number of years of experience in the blank beside each function below. Give a brief description on an attached sheet of each area in which you have experience.

<u>Performed</u>	<u>Supervised</u>	
_____	_____	a. Fire Suppression
_____	_____	b. Fire Inspections
_____	_____	c. Fire Prevention
_____	_____	d. Hazardous Materials Response
_____	_____	e. Hiring Staff
_____	_____	f. Preparing a Budget
_____	_____	g. Conducting Performance Coaching and Evaluation

5. Describe your managerial philosophy. How would you see that philosophy applied in combination paid and volunteer fire department?
6. What criteria would you use to determine if departmental policies and procedures need to be revised?

I certify that the information I have provided on this sheet and attached to it is factual and complete.

(Name/date)