

CITY OF MILWAUKEE
FIREFIGHTER
PERSONAL HISTORY QUESTIONNAIRE INSTRUCTIONS

DEADLINE: Monday, June 15, 2009

MAKE SURE THAT YOU CAREFULLY READ AND FOLLOW THESE INSTRUCTIONS EXACTLY!

The Personal History Questionnaire (PHQ) is the first step in the background investigation process. You are required to **complete a PHQ and mail it to the City of Milwaukee Department of Employee Relations (DER) on or before Monday, June 15, 2009 (postmarked by June 15, 2009) or deliver it by hand to the Department of Employee Relations on or before Monday, June 15, 2009 at 4:45 p.m.** If you fail to complete the PHQ or it is not mailed or delivered by the deadline, you may be disqualified from further participation in the selection process.

- The Personal History Questionnaire (PHQ) must be completed directly by the individual who has applied for the position.
If you complete the PHQ by hand, all responses must be legible and printed using black ink.
- A response is required for every question; if the question does not apply, you must indicate “N/A” (Not Applicable). Do not leave any response blank.
- It is your responsibility to ensure all information provided is accurate and complete.
 - Falsification, willful misrepresentation, or intentional omission of material information will result in disqualification and/or termination of employment by the Milwaukee Fire Department.
 - Failure to include complete information may result in disqualification because it may be considered untruthfulness. Therefore you should take necessary action to obtain *all* information (e.g., criminal, traffic, civil, employment, school records).
 - If you are unsure of an exact date or have other partial information, include as much information as possible (e.g., month and year or approximate year) **Do not** leave the response blank, as that may also be considered untruthfulness, resulting in disqualification.
- If there is a change in any information that occurs after you submit your PHQ, you must call the Firefighter Hotline at 414-286-FIRE (3473) to report the change within five days of the date the change occurred. This includes changes in name, address, phone number(s), employment, driving record, etc.
- If your PHQ is not delivered or postmarked by the deadline of June 15, 2009, you may be disqualified. You may deliver the document personally, have someone else deliver it for you, or mail it. Whichever method you choose, your completed PHQ **must be mailed (postmarked) by June 15, 2009 or delivered by 4:45 p.m. on June 15, 2009** to DER at the following address:
City of Milwaukee Department of Employee Relations
706 City Hall
200 E Wells St.
Milwaukee WI 53202.
- You must attach several documents to your completed PHQ. A list of those documents is found on the following page.
- Questions about completing the PHQ may be directed to the Firefighter Hotline at 414-286-FIRE (3473).

IMPORTANT Information about Fingerprinting

When you submit your PHQ, the document must have your fingerprint on it. Therefore, you must schedule an appointment with the Milwaukee Police Department to be fingerprinted prior to the PHQ deadline. You may do so by calling (414) 935-7380. Fingerprinting is done at Room 305 of the Police Administration Building, located at 951 N James Lovell St (7th & State Streets). You must take your PHQ and a government-issued photo I.D. when you go to your appointment. *Because appointment times may fill up quickly, you are encouraged to call to schedule your appointment as soon as receiving this letter.* If you omit this step, you may be disqualified or your background investigation may be delayed.

Following is a list of the documents that you are required to submit in order for your background investigation to begin. Attach *copies* of all the documents listed below which pertain to you. Failure to attach *copies of all* required documents at the time you submit your PHQ may result in a delay in completion of your background investigation and consequently may affect your eligibility to be hired.

If you are unable to obtain copies of all required documents prior to the stated deadline, you must still submit the completed PHQ on time and attach a written explanation of which document(s) are missing and when you anticipate you will be able to provide them. The missing documents must be submitted as soon as it is possible to do so.

You should submit *copies* of each of the required documents except for your birth certificate. A *certified copy* of your birth certificate is required. The documents you submit will *not* be returned to you.

Documents to submit:

- A *certified copy of your birth certificate*. (Hospital notices are not acceptable.) *Wisconsin law 69.24 strictly prohibits copying vital records; therefore you must submit a true certified copy of this document.
- Social security card showing your current legal name
- Two recent individual passport-style photographs. (Snapshots are not acceptable.) Specifications may be found at <http://travel.state.gov/passport>.
- High school diploma or transcript showing successful completion of high school or G.E.D. Certificate. If G.E.D. Certificate is not from the State of Wisconsin, you must also provide a copy of test scores.
- Valid driver's license. Note: You must have a valid driver's license at the time your background investigation begins, or you may be disqualified. If you do not currently hold a valid driver's license, you are strongly encouraged to take immediate action to obtain such. Your address with the Department of Transportation should be current per Wisconsin State Statute 343.22(2)(a).

If you have served in the military, you must provide:

- Undeleted copy of your DD-214 Military Form. (Undeleted means that the bottom portion of the form, which shows the type of discharge and character of service, is included.)

If you were required to register for selective service and have not served in the military, you must provide:

- Registration of Selective Service. Note: If you are unable to locate your registration, you may print an online copy from <http://www.sss.gov/records.htm>, or you may call (847) 688-6888.

If you have attended college, even if not in a firefighter-related field, you must provide:

- Official** transcript(s), which can be mailed directly from the school to: Milwaukee Police Department
Background Investigation Section
P.O. Box 531
Milwaukee, WI 53201
- Vocational / technical college certificates (if applicable).
- College diploma(s) (if applicable).

If you were not born in the United States, you must provide:

- Naturalization papers.

If you have legally used any other name, you must provide:

- Documents pertaining to name change (marriage, divorce, adoption, or other legal name change).

A detailed credit report, including credit score.

- This report must be from one of the agencies listed below. These agencies will charge a nominal fee for the report; free credit reports typically do not contain sufficient information and are not acceptable.

Experian	1-888-937-3742	www.experian.com
Equifax	1-800-759-5979	www.equifax.com
Transunion	1-800-888-4213	www.transunion.com