Mississippi Fire Personnel Minimum Standards and Certification Board
Personnel Action Form

A **Personnel Action Form** must be completed for employee new hire information and for volunteer fire fighters taking the CPAT and Mississippi NFPA 1001-I/II Certification Program. Complete **ALL** information below and forward to the MSCB Office within thirty (30) days. **NOTE: Please attach copies of all NFPA 1001 certifications to the Personnel Action Form.**

Social Security Number (Last 4 digits required)	**Today's Date:**
Career Fire Fighter **Date of Current Employment:** **Full Time or Part Time Status:**	**Volunteer Fire Fighter** **Date of Entry:**

Employee's First Name	**M.I.**	**Last Name**	**Date of Birth**
Street Address:			
City:	**State:**	**Zip Code:**	**Phone Number:**

Fire Department Name & Address		
Fire Chief/Director	**Fire Department Phone Number**	**Fire Department Fax Number**

Has this employee/volunteer ever been convicted of a felony? ( ) Yes ( ) No

*If the answer is **YES**, please attach a written statement from the employee explaining the circumstances, **and** attach a copy of court and/or law enforcement documents regarding the charges/conviction/sentencing.*

Does the employee possess an NFPA 1001- I & II certification? ( ) Yes ( ) No
Is the certification from in-state or out-of-state? ( ) In-State ( ) Out-of-State
Is the certification IFSAC, Pro Board, or MSCB? ( ) IFSAC ( ) Pro Board
( ) MSCB ( ) None

Fire Department (Career and Volunteer) Work History: (use attachments if necessary) **Dept. Name/Address/Phone #/Name of Contact/Dates of Employment**

Has the employee been separated from the Fire Service?

1. Under two (2) years? ( ) Yes ( ) No
2. Two (2) to Five (5) years? ( ) Yes ( ) No
3. Over (5) years? ( ) Yes ( ) No

_____ _____
(Signature of Fire Chief/Director or Designee) **Date**

WARNING: Mississippi Code as Annotated 97-7-10 Fraudulent statements and representations provide for severe penalties from misrepresentation or fraudulent statements to a board. This statute authorizes a fine of up to ten thousand dollars ($10,000) and a jail sentence of up to five (5) years.

Mississippi Code 1972 as Annotated §45-11-253 empowers the Board to require the submission of reports and information by fire service agencies for the administration of §45-11-251 and §45-11-253.

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