



# NORTH METRO FIRE RESCUE DISTRICT CITIZENS ACADEMY

## APPLICATION INSTRUCTIONS

To ensure a seat in the Citizens Academy, please complete the following application and registration process by April 1, 2019. Applications will be processed in the order they are received.

### 1. APPLICATION

Please complete the application and return to North Metro Fire Rescue District, Attn: Pam Kutchen, Fire Prevention, 101 Spader Way, Broomfield, CO 80020.

### 2. LETTER OF ACCEPTANCE

Once your application has been processed, if you are accepted to the academy, you will be sent a letter of acceptance and confirmation. This letter will provide you with the beginning date, time and location of the first class.

These instructions are provided as a guide to assist you in properly completing your application. It is essential that the information be accurate in all respects. It will be used as a basis for a criminal history check that will determine your eligibility for participation in the North Metro Fire Citizens Academy. All information on this application will be kept confidential.

1. This application should be printed or typed legibly. Answer all questions to the best of your ability.
2. If a question is not applicable to you, enter N/A in the space provided.
3. If there is insufficient space on the form for you to include all information required, **attach extra sheets of 8½" x 11" paper.**
4. An accurate and complete form will expedite the criminal history check of your application.
5. **Provide a copy of your photographic identification by attaching it to your completed application form.**
6. Mail, hand deliver or email your completed application to North Metro Fire Rescue District by April 1, 2019.