



Anderson Township

7850 Five Mile Road
Anderson Township, Ohio 45230-2356

513.688.8400
AndersonTownshipOH.gov
AndersonCenterEvents.org

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Lt. Dan McElroy
District Commander
513.474.5770

Law Director

Margaret W. Comey
513.688.8433

June 28, 2022

Dear Applicant:

Thank you for your interest in applying for a position with the Anderson Township Fire & Rescue Department. In an effort to provide unsurpassed service to our community and its many daily visitors, we seek out and hire only those candidates who clearly demonstrate a commitment to excellence. The testing you will undergo, if selected for our process, will be comprehensive and challenging. The Department appreciates your willingness to subject your abilities to such close scrutiny during the course of this evaluation process.

Please take a moment to inspect your Application Packet to ensure that all necessary items are included:

1. Welcome letter from Richard Martin, Chief of Department;
2. 5-Five-page Application for Employment;
3. Frequently Asked Questions;
4. Recruit Level Firefighter/Paramedic Program description;
5. Job Description;
6. Ohio Attorney General Background Check information.

Should you find that any item(s) have not been included in your Application Packet, please call Fire Department Administration at (513) 688-8400 and arrange for the missing item(s) to be forwarded via facsimile or email. The application deadline will not be extended for missing items from the packet. It is your responsibility to make sure you have all items listed above.

Applicants are advised to make sure that they fully understand the application process, deadline and required documents. Applicants are strongly encouraged to submit their application material well before it is due in case there are any questions or discrepancies that need to be resolved prior to testing. As you will read many times over in these documents, deadlines have been set and to be fair to all applicants, no exceptions will be made.

Again, we thank you for your interest in the Anderson Township Fire & Rescue Department and we wish you the best throughout the testing process.

Very truly yours,

Richard Martin
Chief of Department