

CHESTER FIRE DISTRICT

INTERIM FIRE CHIEF - ADMINISTRATION | APPLICATION

Temporary executive leadership assignment • Anticipated 3–6 months or until permanent appointment

1. APPLICANT INFORMATION

Full Name		Preferred Phone	
Email Address		Alternate Phone	
Street Address		Apt / Unit	
City		State / ZIP	
Current Status	☐ Active Firefighter ☐ Retired ☐ Other: _____	If Retired, Year	

2. FIRE / PUBLIC SAFETY SERVICE HISTORY

List departments/agencies served. Include a Fire Chief or supervisor who can verify your service.

Department / Agency	City / County / State	Position / Rank	Years Served	Fire Chief / Supervisor Reference + Contact

3. EXPERIENCE / QUALIFICATION CHECKLIST

Check each area in which you have direct experience. Supporting examples may be attached.

☐ Administrative leadership / organizational management	☐ Budgeting, financial reporting, payroll, AP, internal controls
☐ Personnel administration	☐ Vendor, purchasing, contract or procurement administration
☐ Fleet / apparatus / asset administration	☐ IT, cybersecurity, records or administrative systems
☐ ISO, grants, audits, compliance or regulatory reporting	☐ Training-center, prevention, 1% Fund or Board support

4. QUALIFICATIONS & REQUIRED ATTACHMENTS

Highest Education / Degree		Highest Rank / Years of Service	
Other Relevant Qualifications		Fire Service Transcript	☐ Attached

Attach, as applicable: ☐ Resume ☐ Fire Service Transcript ☐ Certifications ☐ Reference List ☐ Other supporting qualifications

5. APPLICANT LEADERSHIP STATEMENT

Briefly explain why you are capable of performing this interim role and how you would help bring stability, accountability, and forward progress to the Chester Fire District.

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6. APPLICANT CERTIFICATION

I certify that the information provided in this application and attachments is true and complete to the best of my knowledge. I understand that the Chester Fire District may verify employment history, references, credentials, certifications, and other information relevant to this interim appointment.

Applicant Signature		Date	
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SUBMISSION

Submit completed applications and attachments.

- Email: careers@ChesterFireDistrictSC.gov
- U.S. Postal Service: 988 McCandless Road, Chester, South Carolina 29706, Chester Fire District, Attention: Vice Chair Alexander