

MISSISSIPPI FIRE PERSONNEL MINIMUM STANDARDS and CERTIFICATION BOARD**Personnel Action Form (PAF)** MSCB Form-1 (Rev. 10/2025)

A Personnel Action Form must be completed for all newly hired paid employees, and for volunteer firefighters pursuing Mississippi's NFPA 1010, Firefighter I-II Certification Program. Complete all information below and forward to the MSCB Office within thirty (30) days of hiring a paid firefighter, or a volunteer firefighter expressing intentions to pursue NFPA 1010, Firefighter I-II, training.

Social Security Number (Last 4 digits required)		Today's Date:	
<u>Career Firefighter</u> Date of Current Employment: _____ Full Time or Part time Status: _____		<u>Volunteer Firefighter</u> 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 Dept. Phone Number:		Fire Dept. Fax Number

I. CRIMINAL BACKGROUND:

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. Attach a copy of court and/or law enforcement documents regarding the charges/convictions/sentencing.

II. PREVIOUS TRAINING:

Does the employee possess Firefighter 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	() Other

III. FIRE DEPARTMENT WORK HISTORY: (Career and Volunteer) Use attachments if necessary.

Dept. Name _____ Address: _____ Phone# _____

Name of Contact Person _____ Dates of Service _____

IV. SEPARATION FROM THE FIRE SERVICE:

Has the employee/volunteer been separated from the Fire Service?

Under two (2) years?	() Yes	() No
Two (2) to five (5) years?	() Yes	() No
Over (5) years?	() Yes	() No

(Signature of Fire Chief/Director or Designee)

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 (\$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 Sections §45-11-251 and §45-11-253.

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www.mid.ms.gov/minstand