

**EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT**

**EMPLOYEE/INTERVIEW FORM**

**Employee:** \_\_\_\_\_ # \_\_\_\_\_ **Rank:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Purpose of Interview:**

**Commendation**       **Guidance**       **Counseling**       **Written Reprimand**

**Suspension and/or Demotion**       **Decision-Making Leave**       **Resignation**

**Supervisor Comments:**

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**Recommended Action** \_\_\_\_\_ **and/or** **Action Taken** \_\_\_\_\_

**Submitted by** \_\_\_\_\_ **Rank:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Comments:**

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**“Check” one of the following:**

**I have been advised of this pending action and wish to submit written comments.**

**I have been advised of this pending action and do not wish to submit written comments.**

**Employee:** \_\_\_\_\_ **Rank:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Shift Representative Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**I have been advised this action has been approved and will become part of my personnel file.**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by Fire Chief:** \_\_\_\_\_ **Date:** \_\_\_\_\_