

MINOT FIRE-RESCUE



APPLICATION FOR EMPLOYMENT

Instructions:

- 1) Read entire application packet
- 2) If you are still interested, complete pages 3-5 included within this packet and return to Town Office or to the Fire Chief.
- 3) Pages 6-9 contain additional information on; (Keep these pages for your reference)
 - a) Hiring process
 - b) Expectations
 - c) Probationary requirements
- 4) Along with completing the above documents, please submit the following documents if available:
 - a) Copy of current driver's license
 - b) Copy of current proof of vehicle insurance
 - c) Copies of any current fire training and certification
 - d) Copies of any current EMS training and licensure
 - e) Reference letters if available

Minimum qualifications:

1. Must be 18 years of age at time of appointment.
 - a. Junior members must be a dependent of a current member.
 2. Graduation from High School or G.E.D.
 3. Valid Maine Driver's License
 4. No criminal history
 5. Live in Minot or an adjoining community; (Auburn, McFalls, Poland, Hebron, Turner)
 6. Have available mode of transportation to Fire Station
 7. If hired, must pass physical examination and medical job function assessment.
 8. Availability and willingness to attend all trainings and meetings while on probation.
 9. Agreement to complete all probationary requirements within first 6 month of employment.
 10. Understanding that probationary members, unless currently certified/licensed, will not routinely respond to actual emergencies or any mutual aid calls.
- Employment opportunities are contingent on current availability of; need, equipment, and training resources available.
 - Preference will be given to individuals with current firefighter/EMS certification.
 - Probationary members do not receive reimbursement or pay for services.
 - Probationary members may be terminated at any time without cause.

The Fire Chief will perform an initial review of the application, conduct background checks, determine if minimum criteria have been met and identify those who may merit further consideration. All applicants will be notified by the chief or his designee of their status for further consideration. Selected candidates will be interviewed by the Chief or by a committee appointed by the Chief, who will make recommendations to the Chief as to who merits further consideration. All applicants will be notified by the Chief or his designee of their status for further consideration. The Fire Chief reserves the right to ask for a second interview if they feel it is needed.

APPLICATION FOR EMPLOYMENT



MINOT FIRE-RESCUE
329 Woodman Hill Road
Minot, Maine 04258
(207) 345-3115 Fax (207) 346-0924

Date of Application: _____

Position Applying for:

Firefighter EMT Firefighter/EMT Driver/Operator Support (non-emergency)

I. Personal History:

Name:

Last	First	Middle
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Address:

Street	City	State	Zip
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Date of Birth: _____ Soc. Sec. Num: _____

Primary Phone: _____ Cell Phone: _____

Email Address: _____

Driver's License #: _____ Class: _____ Expiration: _____

How long have you lived at the above address? _____

Previous Addresses (Give complete addresses for past 5 years):

US citizen: or do you have a visa permitting you to work in the U.S.: Yes

Personal References:

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Have you ever been arrested or convicted of a crime? No Yes

If yes, state dates, charges, locations and dispositions: _____

Do you possess a valid Maine State Driver's License? Yes No If no, is there any reason you might be barred from obtaining one?

Describe any physical defects or disabilities, including vision that may affect you at the scene of emergencies:

II. CURRENT EMPLOYMENT

Business Name/ Address: _____

Type of Business: _____

Job Title: _____ Supervisor's Name/ Title: _____

Employed (Mo. /Yr.): From: _____ To: _____

Previous employment from the past five years:

Business Name/ Address: _____

Type of Business: _____

Job Title: _____ Supervisor's Name/ Title: _____

Employed (Mo. /Yr.): From: _____ To: _____

Reason for leaving: _____

Business Name/ Address: _____

Type of Business: _____

Job Title: _____ Supervisor's Name/ Title: _____

Employed (Mo. /Yr.): From: _____ To: _____

Reason for leaving: _____

III. RECORD OF EDUCATION

Minimum requirements for the position of Firefighter are to be a high school graduate or have a G.E.D. Do you have a high school diploma or G.E.D.? Yes, No

Level of education: (check highest)

High School, Some College, AB/AS Degree, BA/BS Degree, Graduate Degree (MA/PhD)

Major: _____

IV. FIRE/EMS SERVICE EXPERIENCE

Department: _____ Position: _____

Dates of Service: _____ to _____ Supervisor: _____

Reason for leaving: _____

Department: _____ Position: _____

Dates of Service: _____ to _____ Supervisor: _____

Reason for leaving: _____

V. Military Experience

A. Were you ever in the U.S. Military Service? Yes, No

B. If yes, dates of service: _____ to _____

C. Was your discharge under honorable conditions? Yes, No

D. Branch of service? Army, Air Force, Navy, Marines, Coast Guard

VI. Authorization for Background Check:

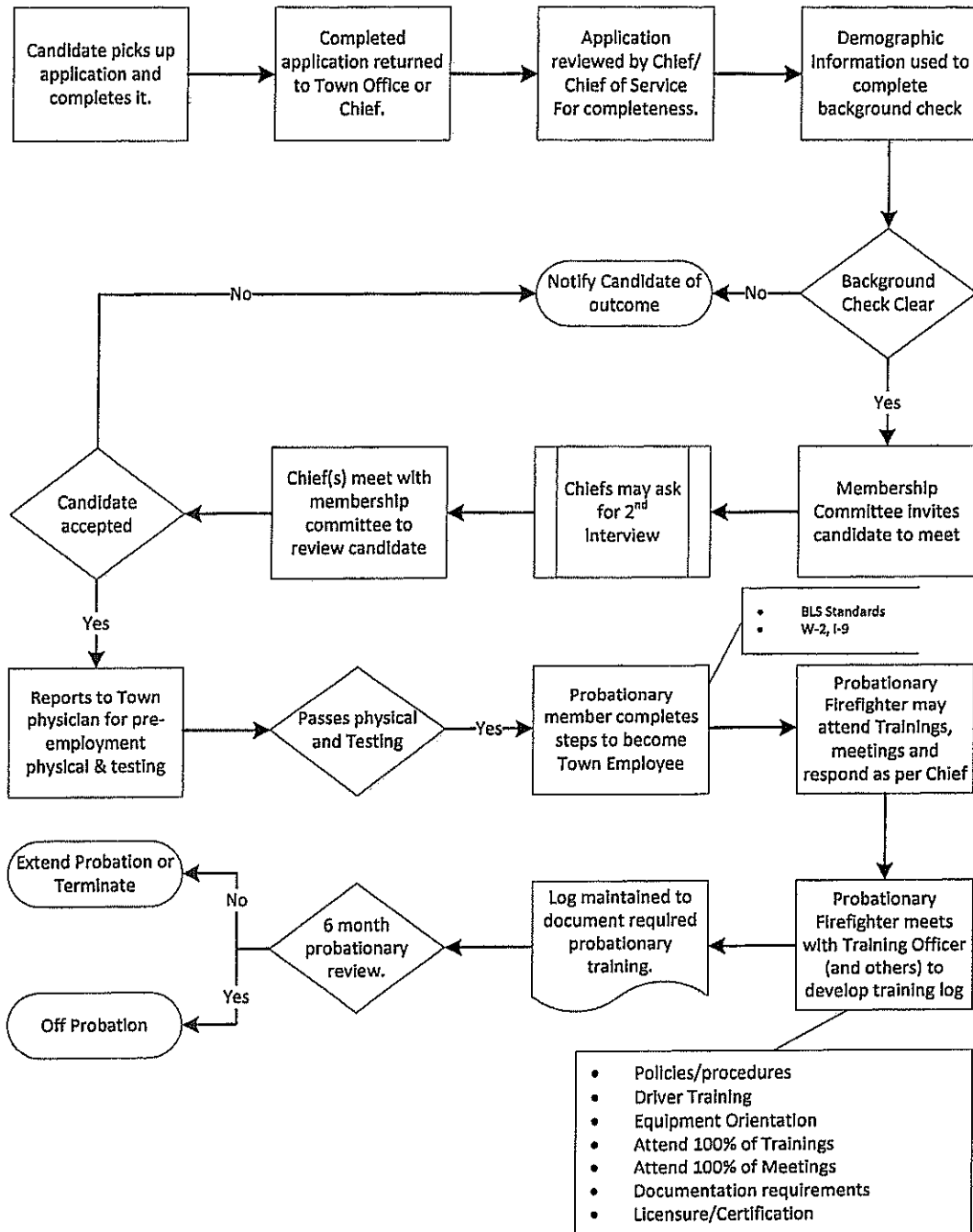
THE FACTS SET FORTH IN MY APPLICATION FOR EXAMINATION ARE TRUE AND COMPLETE. I UNDERSTAND THAT IF QUALIFIED FOR EXAMINATION, OR EMPLOYED, FALSE STATEMENTS ON THIS APPLICATION SHALL BE CONSIDERED SUFFICIENT CAUSE FOR DISMISSAL. YOU ARE HEREBY AUTHORIZED TO MAKE ANY INVESTIGATION OF MY PERSONAL HISTORY THROUGH ANY INVESTIGATIVE AGENCIES OF YOUR CHOICE.

Signature: _____ Date: _____

OFFICE USE ONLY	
Date Received for review: _____	By: _____
Background Check Date: _____	Driver's License Check Date: _____

VII. Additional Information (Please retain pages 6-9 for your records)

Employment Flowchart



VOLUNTEER REQUIREMENTS

The Minot Fire Department subscribes to the nondiscrimination principles as conveyed in the Maine Human Rights Act (5 M.R.S. § 4551, et seq.), as long as the minimum requirements for volunteer firefighter can be attained prior to and adhered to during membership.

I. Entrance requirements

- A. **Minimum Age Limit:** The minimum age limit for a volunteer firefighter shall be eighteen (18) years of age. The minimum age limit to drive a department apparatus shall be twenty (20) years of age.
- B. **Criminal Background Checks:** Will be made, as well as random checks during your tenure with the department.
- C. **Physical Agility and Physicals:** Every applicant for membership shall be required to:
1. Pass the Fire Department physical fitness evaluation.
 2. Pass a medical examination by the Department physician.
 3. Fitness/ medical examinations will be paid for by Minot Fire Dept.
- D. Firefighters will reside within the Town of Minot or a Town/City that physically borders the Town of Minot. (Auburn, Poland, Mechanic Falls, Turner or Hebron).
- E. **Application and Initial Training Process**
1. Applications for volunteer firefighters are accepted any time.
 2. Applicants will be scheduled for an interview/oral board.
 3. All applicants will be invited to a department orientation.
 - a) *We strongly encourage your spouse or significant other to attend the orientation.*
 4. Firefighter candidates shall complete an approved firefighter or EMS training program. These courses take approximately 3 months to complete. It will be required that the recruit firefighter be available for evening and weekend training during this time period. A passing grade is mandatory.
 5. Certain training programs (e.g. Basic EMT) may require a fiscal agreement between the Department and the recruit before the training will be funded by the Department.
 6. **Exception:** Applicants who have previously completed an approved firefighter academy or who have current EMS licensure may have this requirement waived on approval of the Chief/Chief of Service. Proof will be required and/or an evaluation check will be performed by the Department.

7. The recruit will meet with the Chief and Chief Officers to determine probationary objectives to be achieved. The probationary period will commence once a recruit has completed all necessary paperwork to be a Town employee. This probation period will take the Trainee Firefighter from the basic level recruit to that of Probationary Firefighter. The Probationary Firefighter should have all agreed upon objectives met within 6 months to 1 year.

8. After completing all performance objectives established, the Chief or Deputy Chief shall make a review of the Probationary Firefighter's training and expectations and a recommendation shall be made with regards to the status of the Probationary Firefighter.

9. A "Red Light" permit will be issued only upon successful completion of probation. Non-emergent members (Support personnel) shall not be issued a permit to display an emergency light in their vehicle.

10. Once a recruit has completed sufficient training to respond to emergency scenes as an active firefighter, the recruit will be provided a mobile and/or portable radio (based on availability). All recruits will have cell phone text paging enabled through dispatch.

Additional Information/Considerations

- I. It is the intent of the Minot Fire Department to allow men and women who are interested in being Volunteer Firefighters a reasonable opportunity to do so, but also be reasonably sure they can physically perform the job.
- II. Certain tasks, such as lifting and raising ladders, carrying, moving, and dragging hose bundles and charged hose lines, working in high places such as roofs and tops of ladders while wearing and additional 50 or more pounds of protective clothing and equipment requires certain physical abilities that are necessary for the job.
- III. Other job aspects to be aware of: As a firefighter/EMT you may;
 - a. Risk your personal safety to save another life or someone else's property.
 - b. Work around persons who are sick, injured, dying or dead.
 - c. Console persons who have lost everything and/or those who have lost family members or friends.
 - d. Work closely with fellow volunteers and professional firefighters. You may have to deal with personality conflicts.
 - e. Be interrupted from your meals, holidays and other family activities.
 - f. Be interrupted from your sleep.
 - g. Respond to natural disasters knowing that you will have to leave your family/home alone.
 - h. Be asked to clean apparatus and equipment, after an emergency, regardless of time of day.
 - i. Be expected to perform at a high level of competency regardless of your physical/emotional state.
 - j. Be under the critical eye of the public and may have to deal with unruly or abusive individuals.
 - k. Work under the stress of highly emotional and dangerous situations such as falling debris, extreme heat, poisonous or explosive gases, smoke, falling electrical wires, and other hazardous situations.
 - l. May be exposed to persons who have contagious illnesses or diseases.
 - m. Be expected to obey strict rules, regulations, and orders.
 - n. At the fire scene, spend 5% of your time fighting fires and 95% cleaning up afterwards.
 - o. Work hard in all kinds of weather and you will become very dirty and sweaty.
 - p. Have to deal with a public who does not always understand or appreciate what you do.
 - q. Be expected to complete a Firefighter Recruit Training Academy and attend all classes and study sessions.
 - r. Be expected to drill every Tuesday night between 18:30 and 21:30 or an occasional Saturday/Sunday drill.

Minimum Probationary Requirements

1) Firefighter

- a) Minimum 6 months active service as probationary member.
- b) Completion of at least one (1) fire attack school program dedicated to fire attack and be actively enrolled in a Firefighter I training program
- c) Pulmonary evaluation and fit test
- d) SCBA certification or on schedule for SCBA training.
- e) Certified by driving trainer to operate all apparatus
- f) EVOC
- g) CPR
- h) Traffic control

2) Driver/Operator

- a) Minimum 6 months active service as probationary member.
- b) EVOC
- c) Pumps 1
- d) Certified by driving trainer to operate all apparatus
- e) Traffic control

3) EMS responder

- a) Minimum 6 months active service as probationary member.
- b) Emergency Medical Responder (EMR) licensure
- c) CPR (Health Care Provider)
- d) AVOC/EVOC
- e) Certified by driving trainer to operate EMS apparatus
- f) Traffic control

4) Support staff

- a) Minimum 12 months active service as probationary member.
- b) Traffic control training
- c) Any support personnel who change to active responder status will revert to probationary status until all minimum probationary requirements for chosen discipline is achieved.
- d) Support personnel are not considered emergency responders

All probationary members must also complete

- Review and understanding of all Department Policies/procedures
- Complete Equipment Orientation for all rolling and hand stock
- Active participation
 - a) Attend 100% of Trainings
 - b) Attend 100% of Meetings
 - c) All drills and details.
- Attend and successfully complete all outside trainings opportunities sponsored by the Department.
- Documentation requirements including Hepatitis B and other BLS requirements
- Provide copies of all Licensure/Certification obtained prior to hire and post hire to Chief