

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

eFIRE LEGAL HANDBOOK

VOLUNTEER FIREFIGHTER APPLICATION

FIRE PROTECTION DISTRICTS & VOLUNTEER FIRE DEPARTMENTS

#14(6A)

* * MAY 2, 2014 * *

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VOLUNTEER FIREFIGHTER APPLICATION

A. APPLICATION INSTRUCTIONS AND QUALIFICATION PROCESS FOR VOLUNTEER FIREFIGHTERS

B. APPLICATION FOR VOLUNTEER FIREFIGHTER

C. AUTHORIZATION FOR RELEASE OF RECORDS

D. ESSENTIAL FUNCTIONS OF VOLUNTEER FIREFIGHTER

E. MINIMUM QUALIFICATIONS VOLUNTEER FIREFIGHTER

**F. ACKNOWLEDGMENT OF RECEIPT OF VOLUNTEER FIREFIGHTER APPLICATION
DOCUMENTS**

**APPLICATION INSTRUCTIONS AND
QUALIFICATION PROCESS FOR FIREFIGHTERS**

FIRE PROTECTION DISTRICT

Your interest in becoming a firefighter is appreciated. The application and qualification process includes several steps designed to fully examine your abilities and interest in fire fighting. The information which follows is provided so that you may know exactly what is expected on the application and in the qualification process.

1. APPLICATION INSTRUCTIONS

A. Applicants must submit copies of the following along with a complete application form:

(a) Copy of high school diploma or GED certificate.

(b) Copy of birth certificate or confirmable verification from governmental agencies or secondary school.

(c) Copy of military discharge form DD214 (DD214 must indicate "Type of Separation" and "Character of Service").

(d) Copy of valid driver's license.

Copies must be submitted to the Fire District. (Do not submit originals).

B. Applications must be submitted to the Fire Protection District

at _____.

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

C. Other Names and Place of Birth (Items 6 and 11) This information is requested for completion of the records check and neighborhood investigation.

D. Conviction Record (Item 22) A non-felony conviction and/or an arrest does not necessarily mean you cannot be considered. The nature of the conviction and/or arrest and how long ago it occurred is important. Give all the facts so that a decision can be made. Note: You cannot be considered if there is a history of a felony conviction.

E. Background All applications will be subject to a reference check involving verification of your past experiences and solicitation of an evaluation of previous experience and performance. Responses relating to records of arrest/traffic citations will also be verified. Applicants may be subject to a neighborhood investigation and credit check.

F. Equal Opportunity (Item 28) The Fire Protection District is an Equal Opportunity Agency. Firefighters are selected on the basis of merit.

G. Applicant is responsible to notify the Fire Protection District of any change of information in the application form, such as address or telephone changes.

Once you have submitted your application, it will be double checked to make sure it is complete.

2. BACKGROUND INVESTIGATION

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

The background investigation may include verification of information on your application, obtaining and reviewing references from previous memberships, volunteer work, or employment, interviews with some of your neighbors, a credit check, and investigation of your driving, military and police records.

3. OFFER OF POSITION:

After the completion of a background investigation, the Fire Protection District may make an offer of a firefighter position based upon completion of a probation period.

The foregoing information is not exhaustive, but should give you a good idea of what is involved in becoming a firefighter with the Fire Protection District. The information is not intended to discourage you, rather to inform you. It requires a very serious commitment to a fire fighter and the community.

ADDRESS/CONTACT INFORMATION

If your name, address or phone number changes, or if you no longer wish to be considered, we ask that you notify us in writing at the above address immediately. We are on an extremely tight schedule and do not want you to miss hearing from us on any matter due to incorrectly addressed mail, wrong phone number, etc.

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

APPLICATION FOR FIREFIGHTER MEMBERSHIP

CONCORD FIRE PROTECTION DISTRICT

5265 ENTERPRISE DR

PADUCAH, Kentucky 42001

(270) 442-2496

THE FIRE PROTECTION DISTRICT

Is An Equal Opportunity Agency

**Please reference the Concord Fire Department New Firefighter Application at
<http://concordfire.net/>**

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

ESSENTIAL FUNCTIONS OF A FIREFIGHTER

A. ESSENTIAL FUNCTIONS: The most important and indispensable duties required of a firefighter with the Fire Protection District relate to FIRE SUPPRESSION AND RESCUE PROCEDURES, including the following functions:

(1) SAFETY: A firefighter must:

(a) know the dangerous building conditions created by fire;

(b) be able to act in a fire situation or hostile environment; and,

(c) be able to use safety procedures in an emergency operations in relation to: (i) Protective equipment; (ii) Team work; (iii) Portable tools and equipment; (iv) Riding an apparatus; (v) Hazardous materials incidents.

(d) not pose a direct threat or significant risk to the health or safety of other firefighters or the public.

(2) EMERGENCY MEDICAL CARE AND RESCUE: A firefighter must be able to examine a victim to identify symptoms of life-threatening injuries and be able to search for victims in smoke-filled buildings or other hostile environments, and remove injured persons from the immediate hazard.

(3) FIRE EQUIPMENT: A firefighter must be able to use fire equipment such as nozzles and hose appliances carried on a pumper, advance dry hose lines, connect a fire hose to a hydrant, couple and uncouple fire hose, work from a ladder with a charged attack line, carry hose into a building, and replace a burst section of hose line, in an emergency situation.

(4) SELF-CONTAINED BREATHING APPARATUS: A firefighter must know the various hazardous respiratory environments encountered in fire fighting and be able to use self-contained breathing apparatus in an emergency situation.

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

(5) **FORCIBLE ENTRY AND VENTILATION:** A firefighter must be able to use manual forcible entry tools, know the advantages and effects of ventilation, and be able to ventilate a fire.

(6) **LADDERS:** A firefighter must be able to carry, raise, and climb ground and aerial ladders while carrying fire fighting tools or equipment while ascending and descending, and while bringing an injured person down the ladders.

B. **REASONABLE ACCOMMODATIONS:** The Fire Protection District will make reasonable accommodations for any individual with disabilities unless the accommodation would present a direct threat or significant risk to the health or safety of other firefighters or the public, or impose an undue hardship on the operation of the Fire Protection District.

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

MINIMUM QUALIFICATION REQUIREMENTS:

A firefighter with the Fire Protection District must have the following Minimum Qualifications:

- (1) Firefighter must have a high school diploma or state-recognized equivalent.
- (2) Firefighter must be at least eighteen (18) years of age.
- (3) Firefighter must be a Kentucky resident
- (4) Firefighter must have completed an application for Firefighter for the Fire District.
- (5) Fire Protection District must complete an investigation of the applicant's personal and work history to determine if any matters exist which would affect the firefighter in the performance of his/her duties and responsibilities as a firefighter.

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

ACKNOWLEDGMENT OF RECEIPT OF
VOLUNTEER FIREFIGHTER APPLICATION DOCUMENTS

_____ FIRE PROTECTION DISTRICT

TO: FIREFIGHTER APPLICANTS

You have received the following materials:

1. FIREFIGHTER POSITION DESCRIPTION with
 - (a) Position Title.
 - (b) Essential Functions of a FIREFIGHTER.
 - (c) Minimum Standards to Maintain Position.
 - (d) Minimum Qualification Standards.
2. APPLICATION INSTRUCTIONS AND QUALIFICATION PROCESS FOR FIREFIGHTERS.
3. APPLICATION FOR FIREFIGHTER MEMBERSHIP.
4. AUTHORIZATION FOR RELEASE OF RECORDS
5. ESSENTIAL FUNCTIONS OF A FIREFIGHTER

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

6. MINIMUM QUALIFICATIONS

Please carefully read all of the informational material provided before completing the application.

Your signature at the bottom of this form indicates that you have received and read each of the materials named above concerning the application and qualification process for FIREFIGHTERS in the Fire Protection District.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

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