



City of Kenyon Employment Application VOLUNTEER FIRE DEPARTMENT

INFORMATION FOR THE APPLICANT

- A. Review Job Description.
- B. Complete this Application.
- C. Complete Acknowledgement Requirement Form (Must be signed by Applicant and Applicant Employer).
- D. Upon notification of selection, the applicant must commit to becoming a firefighter within ten (10) days. The committed applicant must also complete a physical examination.
- E. Applicant must have attached all documentation (EMT certification, driver's license, etc.).
- F. We cannot be responsible for failure of other agencies or postal services to forward applications by the deadline. Applications will not be accepted after the closing date indicated on the job announcement.
- G. If your application is incomplete or does not clearly show the experience and/or training required, your application may be rejected.
- H. **Resumes will not be accepted in lieu of a completed application.** Do not submit work samples or letters of recommendation with the application.
- I. For jobs with an experience and training rating, your score will be determined by an evaluation of the job related experience and training you describe on the application form. Pay close attention to your education information, work experience, licenses, volunteer data and other related information. BE COMPLETE.
- J. Your application and all attachments become the property of the employer and will not be returned.

~~ KEEP A COPY OF YOUR COMPLETED APPLICATION ~~

KENYON VOLUNTEER FIRE DEPARTMENT BENEFITS

- Community Respect
- Association and Friendship with Fellow Firefighters
- Social Functions
- Opportunity to Serve the Local Community and Area Residents
- Leadership Opportunities
- Training and Schooling paid by the City of Kenyon
- Membership to the Kenyon Fire Department Relief Association
- Retirement Benefits from the Kenyon Fire Department Relief Association after 10 years of service.
- Workers Compensation Insurance while on duty as a Firefighter.
- Life and Disability Insurance Coverage while on duty as a Firefighter.

Title: Volunteer Firefighter
Department: Fire Department
Immediate Supervisor's Title: Fire Chief

POSITION SUMMARY

Under the general supervision of the Fire Chief, Assistant Fire Chief and Company Officers, the volunteer firefighter performs emergency services involving protection and safety of the community through prevention and control of fires. Duties are performed under hazardous and stressful conditions. Also, performs related duties as required.

ESSENTIAL FUNCTION OF POSITION

- Responds with fire department to fire or emergency alarm and performs duties as required by the officers of the fire department.
- After receiving the call from the dispatcher, may be required to drive the emergency vehicles to the address or location given.
- Perform extrication from vehicles when required including medical assist.
- Radios the dispatcher for mutual aid or special rescue and/or utility services, if needed.
- Complies with regulations when handling the deceased, notifies authorities and arranges for protection of property and evidence at the scene.
- Participates in required continuing education and training programs.
- After each call, helps ensure that all supplies and equipment are clean and ready for next use; maintains the vehicles in efficient operating condition; maintains familiarity with specialized equipment items used by the fire service.
- Utilize air pack, mask and other protective clothing.
- Carries, places and climbs ladders for rescue or ventilation operations.
- Searches burning buildings for persons who may be inside.
- Walks or crawls through smoke-filled areas; drags or carries trapped victims from burning buildings.
- Connects hoses to water sources.
- Carries hose bundles into buildings and up stairways.
- Performs cleanup operations after the fire has been extinguished.
- Performs inspections and fire inspection activities when required.
- Performs duties of First Responder when needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to clearly give and receive verbal and written directions and instructions.
- Ability to effectively analyze situations and determine appropriate action.
- Ability to expertly drive emergency vehicles under varied weather conditions.
- Ability to respond quickly and appropriately to emergency situations.

MINIMUM QUALIFICATIONS

- Must have a minimum of high school education or equivalency qualification.
- Must be 21 years of age or older.
- Must have valid Minnesota Driver's License.
- Must pass physical examination.
- Residency is defined as response time of five (5) minutes from your home or primary work place.



KENYON VOLUNTEER FIRE DEPARTMENT APPLICATION

APPLICANT INFORMATION

Last Name		First		M.I.	Date	
Street Address				Apartment/Unit #		
City			State		ZIP	
Home Phone			Cell Phone			
Email Address						

Current Employment

Company	Phone
Address	Supervisor
Job Title	
Responsibilities	
Number and Type of Positions you Supervised:	
Normal hours of work: (Example: 8 a.m. – 4:30 p.m. Mon. – Fri.)	

Describe any additional experience or training that qualifies you for this job. (Be Specific.)

REFERENCES:*Give the names of at least three people outside of relatives who can be contacted regarding your qualifications, work habits and character.*

Full Name		Present Address	
Position & Relation to your work		Phone	
Full Name		Present Address	
Position & Relation to your work		Phone	
Full Name		Present Address	
Position & Relation to your work		Phone	

➤ Do you have any physical or health limitation that could interfere with your performance on the job for which you have applied? Yes No (Note: Employment is contingent on applicant meeting minimum physical/mental demands of the position) If yes, explain _____

➤ Do you have any commitments or responsibilities that might prevent you from meeting requirements? Yes No If Yes, explain: _____

➤ Do you have relatives on the Fire Department? Yes No If Yes, give name: _____

➤ Have you previously applied for this position? Yes No

EDUCATION AND TRAINING

- Firefighter Training? Yes No Date Certified: _____
- First Aid Training? Yes No Date Certified: _____
- Type of First Aid Training: _____
- First Responder Training? Yes No Date Certified: _____
- Do you agree to a background criminal record check? Yes No
- Driver's License Class: A___ B___ C___ Endorsements _____

- Truck Driving Experience? Yes No Type of Vehicle _____
Explain: _____
- What hours are you available to respond to emergency calls? _____
- What is the response time from home to the Fire Hall? _____
- What is the response time from work to the Fire Hall? _____
- Can you be available for meetings and training sessions as listed below? Yes No
 Department Meeting – 1st Monday of each month at 6:45 p.m.
 Department Practice – 3rd Monday of each month at 6:30 p.m.
- Can you attend a 110-hour Firefighter I certification program? Yes No
- Can you attend a 40-hour First Responder certification program? Yes No
(Note: Successful testing and State certification required for FF I and First Responder Course)
- Any mechanical, electrical or other specialized work experience? Yes No If so, please explain: _____

- Does your business take you out of town? Yes No If so, explain _____

In accordance with the Immigration Reform and Control Act of 1986, this employer hires only U. S. Citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentation will result in dismissal.

APPLICANT STATEMENT

In accordance with Minnesota Statutes, Section 13.4, I have been informed of and understand my rights as a subject of data. I understand this employer has the right to verify information provided in the application. If there are any misrepresentations on this application or my resume or made by me in an interview, which may be discovered now or anytime in the future, I may be discharged for cause without severance pay of any kind. False information or misrepresentation may also subject me to the penalty provisions of M.S. § 43A.39.

In connection with this application for employment, I authorize this employer and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance (such as transcripts).

Moreover, I hereby release this employer and any agent acting on its behalf from any and all liability by reason of requesting such information from any person.

ACKNOWLEDGMENT OF REQUIREMENTS

I acknowledge and understand that application to become a firefighter with the Kenyon Fire Department requires the following commitment:

- Pass Physical Examination

Selected applicants will be subject to a 24-month probationary period with review after each six (6) months. The following must be completed or accomplished during the 24-month probationary period:

- Attend monthly Department Meetings (1st Monday – 6:45 p.m.)
- Attend monthly Department Practice (3rd Monday – 6:30 p.m.)
- Complete 110 hours of Firefighter I Training and pass test – become certified. (Tuition paid by Fire Dept.)
- Complete Certified CPR Course (Tuition paid by Fire Dept.)
- Complete First Responder Training and become certified. (Tuition paid by Fire Dept.)
- Complete 8 hour Basic First Aid Course
- Must be clean-shaven (No Beards)
- Respond to fires and report to the officer in charge
- Attend functions of the Fire Department

There will be additional training required after the probationary period. Firefighters will be required to:

- Attend hazardous material training
- Attend regional and sectional schools
- Attend training as prescribed in the Fire Department by-laws and Standard Operating procedures.

Firefighting is one of the most dangerous jobs in the nation. Firefighting requires training and demands team effort and respect from each individual firefighter in the Department.

I declare that any and all statements in this application or information provided are true and complete and hereby acknowledge that I have read and understand the information contained herein.

Applicant Signature _____ Date: _____

EMPLOYER RELEASE:

I, _____, the Employer of _____
Agree to release said individual during work hours to respond to emergency calls with the Kenyon Fire Department.

List any restrictions: _____

Employer signature _____ Date: _____

The City of Kenyon does not discriminate on the basis of handicapped status in the admission or access to, or treatment of, or employment in, its programs or activities. It is the policy of this employer to provide reasonable accommodations to known physical and mental limitations of qualified handicapped applicants and employees in order for them to perform the essential functions of the job in question.

THE CITY OF KENYON IS AN EQUAL OPPORTUNITY EMPLOYER