

HERMANTOWN VOLUNTEER FIRE DEPARTMENT

Employment Application



GENERAL INFORMATION

The Hermantown Volunteer Fire Department is a private non-profit corporation that provides life safety, suppression support and basic life safety to the residents of Hermantown. Applicants applying for Firefighter must maintain certification in fire suppression and basic life support.

APPLICANT INFORMATION

Date of Application (mm/dd/yyyy): / /		Position Applying For:	
Last Name:		First:	M.I.: Date of Birth:
Address:		Apartment/Unit #:	
City:		State:	ZIP:
Phone:		E-mail Address:	
Social Security No.:		Drivers License Number/State of Issue/Class:	
Place of Employment:		Address:	
Phone Number of Employer:		Length of Employment:	
Hours of Employment: <input type="checkbox"/> day shift/times		<input type="checkbox"/> night shift/times <input type="checkbox"/> shift work	
Have you ever been a member of a fire department?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
If Yes, Name of Department:		Address:	
Name of Contact Person:		Title:	Phone Number:
Have you ever plead guilty or been convicted of a Criminal Offense?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes, give details and dates (answering yes does not constitute an automatic rejection for employment. Date of offense, violation, rehabilitation and restitution will be considered):			
Will you submit to a background check by Law Enforcement:		YES <input type="checkbox"/> NO <input type="checkbox"/>	
The Hermantown Volunteer Fire Department operates 24 hours per day, 365 days per year. Because of the nature of this profession a firefighter must have the ability to respond to calls at various times during the day. The Hermantown Volunteer Fire Department recognizes the fact that while all calls cannot be attended, a minimum percentage of calls attended must be maintained.			
Are you able to respond to calls at various times of the day?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Limitation to response:			
Emergency Contact:		Relationship:	
Address:		Phone Number:	

EDUCATION (List all secondary and post secondary education)				
High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES (List three references that are not related to you by blood or marriage)	
1.) Full Name	Phone Number
Address	
2.) Full Name	Phone Number
Address	
3.) Full Name	Phone Number
Address	

DISCLAIMER AND SIGNATURE
<p>I certify that my answers are true and complete to the best of my knowledge. I authorize the Hermantown Volunteer Fire Department to make such investigations and inquiries of my personal employment, education, and related matters as may be necessary for an employment decision. I hereby release employers, schools or individuals from all liability when responding to inquiries in conjunction with my application. In the event that I am employed, I understand that false or misleading information given in my application or interview may result in discharge.</p>
<p>Signature of Applicant: _____ Date: _____</p>

THIS SECTION IS FOR FIRE DEPARTMENT USE ONLY	
Date Application Received (mm/dd/yyyy)	Date of Review (mm/dd/yyyy)
/ /	/ /

HERMANTOWN VOLUNTEER FIRE DEPARTMENT

Employment Application - Supplemental Information



TRAINING REQUIREMENTS FOR PROBATIONARY FIREFIGHTERS

All Firefighters are required to complete the following training within their probationary period:

1. Firefighter 1 (72 hours)
2. First Responder (44 hours)
3. Basic fire pump operation (12 hours)
4. Auto extrication (12 hours)
5. Interior search and rescue (12 hours)
6. Fire cause and determination (12 hours)
7. Hazmat Responder Awareness (8 hours)
8. Perform in SCBA according to Departmental standards
9. Climb and descend aerial ladder with load
10. Proficient in all equipment in all halls

All of the training requirements listed must be satisfied during your probationary period. The probationary period will be no less than one year and no more than two years from the date of your application.

In addition to the above minimum training requirements, probationary members are required to attend a minimum number of Department training sessions unless an excused absence is granted.

In addition to regularly scheduled meetings members must complete any outside training required. The commitment to training is the most intense during the probationary period. Following the probationary period outside training is more discretionary and is controlled by the member's desire to learn new skills and advance within the department.

As stated in Departmental policy all members must attend a minimum number of calls. Failure to attend at least 25 percent of calls will result in disciplinary action, possibly leading to termination of membership.

Participation in Duty Crew is required for all new members. A minimum of two nights per month at Hall One from 2100-0500 hrs. is required.

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APPLICATION FOR MEMBERSHIP PROCESS

The following is how the application process is coordinated and what you can expect during the process.

In addition to completing an application, applicants are required to participate in three business meetings in a row, complete an interview with the chief and or delegates, complete a medical evaluation by a doctor, and complete a physical agility test put on by the department.

- The First Meeting:
 - After the first meeting applicants will meet with the Secretary to receive the application. Complete the application and return to the Secretary at the next business meeting or any time prior to.
- The Second Meeting:
 - Applicants will meet with the Secretary to receive the Department's policy book. Read and become familiar with department policies. Applicants will have to sign off that they have read and understand the department's policies at the next meeting.
- The Third Meeting:
 - Applicants will need to schedule a meeting with the Chief for an interview prior to the third meeting. After the interview, applicants are to schedule, on their time, a doctor's appointment through Work Right at the Duluth Clinic. Applicants will receive a physical packet to take with them to the appointment which should be filled out prior to the appointment. The packet asks for information regarding an applicant's health and physical standing. The physical evaluation includes a stress test, urinalysis and a doctor's evaluation.
 - Applicants will continue to attend business meetings until the Secretary receives the physical from the doctor and after a criminal background check has been completed. Applicants may inquire with the Secretary if these requirements have been completed.
- Additional Meetings:
 - After the physical results and the criminal background check is received by the Secretary, applicants will need to complete an agility test. The agility test is usually completed prior to the business meeting that the applicant is to be sworn in as a probationary member. The agility test is administered by two officers of the department.

Once all steps have been completed, the applicant will be sworn in as a probationary member.

Despite all the training, meetings and high number of calls, you should find membership in the Department a rewarding experience. Some of the pluses of membership, vested members receive a pension, you will make new friends, access to a fitness center, the department pays for all classes you wish to attend that are fire and medically related to the department, and you will help save lives and property in Hermantown.