

# EMPLOYMENT APPLICATION

(TYPING PREFERRED, HANDWRITING IS ACCEPTABLE IF CLEARLY LEGIBLE)

Position Applied For <p style="text-align: center; font-weight: bold; font-size: 1.2em;">Firefighter</p>	Date Application is Submitted
The City would like to know which of its advertising practices are working and which ones are not. Please tell us how you learned about this position?	
<input type="checkbox"/> Cold Spring Record <input type="checkbox"/> Friend or Relative <input type="checkbox"/> Inquiry	
<input type="checkbox"/> Posting at Business or City Hall <input type="checkbox"/> Electronic Sign <input type="checkbox"/> Other _____	

Last name	First Name	Middle Name
Address	City	State      Zip Code
Home Telephone (    )    —	Mobile Telephone (    )    —	Email Address

How can we best contact you: home only, work is okay, times, numbers, etc. \_\_\_\_\_

Are you at least 18 years old? If not, you **are not** eligible for this position . . . . .  Yes       No

Have you ever filed an application with us before? If yes, give date \_\_\_\_\_  Yes       No

Have you ever been employed with us before? If yes, give date \_\_\_\_\_  Yes       No

Do any of your friends or relatives, other than spouse, work here? If yes, who \_\_\_\_\_  Yes       No

Are you currently employed? . . . . .  Yes       No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? . . . . .  Yes       No  
*Proof of citizenship or immigration status will be required upon employment.*

Were you ever discharged or forced to resign from employment?  
 If so, be sure to fully explain on a separate sheet of paper. . . . .  Yes       No

Are you currently on "lay off" status and subject to recall? . . . . .  Yes       No

Do you have a high school diploma or equivalent? . . . . .  Yes       No

Do you have a valid driver's license? (Note if **not** issued by the State of Minnesota). . . . .  Yes       No

All Firefighters must reside within ten minutes of the firehall and within the Cold Spring Fire and Rescue district. How many minutes from the firehall is your residence? . . . . . \_\_\_\_\_ minutes

Do you have a clean driving record for the past four years (if no, explain on separate sheet)? . . .  Yes       No

The City considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, status with regard to public assistance or any other legally protected status.

## EDUCATION

	Name and City of School	Grade Point Average	Years Completed	Diploma Degree
Elementary School		X	X	X
High School		X		
Undergraduate College				
Graduate Professional				
Other (ex. Technical College)				

## REFERENCES

1	(Name)	( )
	(Address)	Daytime Phone
		( )
		Evening Phone
2	(Name)	( )
	(Address)	Daytime Phone
		( )
		Evening Phone
3	(Name)	( )
	(Address)	Daytime Phone
		( )
		Evening Phone

**Do you have a clean criminal record? If not, explain below.**


# EMPLOYMENT EXPERIENCE

List at least your three most recent employers, beginning with your present or most recent job. Include any job-related military service assignments and volunteer activities. You may provide a summary of your employment history on a separate document; however, be sure to indicate below if you've elected to do so. You may exclude employers which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Most Recent Current Employer		Dates Employed		Work Performed
		From Month/Year	To Month/Year	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving		Hours/Week	Hours/Week	

Prior Employer		Dates Employed		Work Performed
		From Month/Year	To Month/Year	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving		Hours/Week	Hours/Week	

Prior Employer		Dates Employed		Work Performed
		From Month/Year	To Month/Year	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving		Hours/Week	Hours/Week	

The work of the fire department consists about 2/3 of rescue calls, and about 1/3 of fire calls. Please rate how strong your desire is to respond to both of these types of call, then please describe your interest in each area.											
Firefighting:	(None)	1	2	3	4	5	6	7	8	9	10 (Strong)
Medical Assistance:	(None)	1	2	3	4	5	6	7	8	9	10 (Strong)
Comments:											

## ADDITIONAL INFORMATION

**Have you had any experience working as a firefighter, or in any other emergency services position? If so, please list any certifications you currently have or any training that you've had.**


**This position requires you to report for calls at any time during the day or night, or any day of the week; do you have any permanent conflicts that would restrict you from meeting this requirement? If so, please describe them here, listing times that you would not be available to respond to calls.**


**Serving on the Department is not just a matter of responding to emergencies; it is to a large degree a community service organization and requires a great many hours in training. For this reason, we'd like for you to list organizations, clubs and associates of which you are presently a member, or for which you have been a past member.**


**State any additional information that you feel may be helpful to us in considering your application.**


Note to Applicants: A copy of the *Position Description* for which you are applying should accompany this application. If it does, answer the following question only after reviewing that job description. If it does not, please contact City Hall before completing this Application.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities typically associated with the position for which you are applying and specifically those listed in the *Position Description*?

\_\_\_\_\_ YES          \_\_\_\_\_ NO

## APPLICANT'S STATEMENT

All applicants are required to sign this Application to receive consideration. By virtue of your signature the applicant certifies and acknowledges the following:

1. That answers given herein are true and complete.
2. Investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision is hereby authorized.
3. Although the City typically will consider applications for employment for this position for one year after submittal, the City only assures that this application shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.
4. The Applicant understands and acknowledges that, unless otherwise defined by applicable law, any employment relationship with the City of Cold Spring is of an "*at will*" nature, which means that the employee may resign at any time and the City may discharge the employee at any time with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the City Administrator.
5. That the City is hereby authorized to make contact with my present employer(s), but that such contact shall not be made unless I am a finalist for the position.
6. Minnesota state statutes provide that the name of a candidate for this position is public data once that individual is a finalist for the position. The City tries to use discretion and typically releases this information only upon request, but it is obligated to release the information for all finalists.
7. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City.

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Signature of Applicant

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Date

### VETERANS PREFERENCE STATUS FORM

**Candidate Name (Print Please):** \_\_\_\_\_

The City of Cold Spring has made a determination that the position for which you are applying may require application of the Veterans Preference Process. Please complete this form by following the three steps below and return with your application.

1. Print your name in the box above.
2. Answer the four questions that appear below.
3. Sign your name at the bottom of this page.

**NOTE:** Applicants who do not answer affirmatively on this form will have been considered to have waived their right to veterans' preference status for which they otherwise may have been entitled. Please contact City Hall if you have any questions regarding this *Veterans Preference Status Form*.

**1. Are you entitled to Veterans Preference status as defined by Minn. Stat. § 43A.11, subd. 6, and claiming veterans preference points?** Such an individual is generally defined as a United States citizen or resident alien who has left, under honorable conditions, any branch of the armed forces of the United States who has either served on active duty for 181 consecutive days, has been disabled while serving on active duty, or has active service as a reservist.

Yes \_\_\_\_\_ No \_\_\_\_\_

**2. Are you a surviving spouse of a deceased veteran meeting the definition above in question 1, and claiming veterans preference points?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**3. Are you a disabled veteran as defined by Minn. Stat. § 43A.11, and claiming veterans preference points?** Such an individual is generally defined as a veteran who has a compensable service-connected disability as determined by the United States Veterans Administration or by the retirement boards of the several branches of the armed forces.

Yes \_\_\_\_\_ No \_\_\_\_\_

**4. Are you a surviving spouse of a deceased disabled veteran meeting the definition above in question 1, and claiming veterans preference points?**

Yes \_\_\_\_\_ No \_\_\_\_\_












I declare under the penalties of perjury that I am the person making the claims contained in this document. The effect of this verification shall be the same as subscribed and sworn to under oath. (Minn. Statutes 1945, Sec. 471.38, as amended by Laws 1949, Chap.416)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## DO YOU HAVE WHAT IT TAKES?

If you're struggling with your decision of whether or not to become a Firefighter, take the time to ask yourself the following questions and assess whether it is right for you.

-  Is my family able to accommodate my time away from them without significant hardship? It is the City's hope that prior to participating in an interview that each candidate has discussed with their family the magnitude of the decision that is being contemplated.
-  Am I likely to have the passion and drive to respond to every call that I am reasonably able to, even for a call that will seem routine? Please imagine your pager going off at 2:00 a.m., just as you sat down to dinner with your family, on Christmas Eve, or during the fourth quarter of the Super Bowl.
-  Am I able to make it to at least two-thirds of **all** calls, drills and meetings? This is the minimum attendance requirement to remain on the Department. Calls can range from less than 10 minutes (particularly for false alarms), and can last more than an hour. In addition, there is a monthly meeting (last Tuesday of the month), and a monthly practice drill at which attendance is mandatory for all members.
-  Do I have alcohol consumption habits that are likely to come into conflict with my ability to respond when someone in the community needs my help? The Fire Department has a policy that a member may not provide assistance if they are under the influence of alcohol.
-  Am I willing to make a long-term commitment to the Fire and Rescue Department, and are my life circumstances likely to allow me to continue? To be fully vested for retirement benefits requires 20 years of service. Additionally, to get a firefighter properly trained requires an approximate investment of \$4,000 by the City.
-  What is my employer's attitude toward my service on the department? How frequently would they allow me to leave my job for the sake of attending calls? Consider even in cases where your employer allows you to leave, will you be leaving without pay, or using vacation time to do so, and how willing will you be to do that?
-  Am I willing to volunteer my time without pay for various causes that the Fire Department supports? You'll see firefighters volunteering their time at **each** home Rocori football game. Many volunteer hours are required for their annual fundraisers; plus, the members volunteer to run trucks in area parades, participate in several area waterball fights, do programs during fire prevention week, attend funerals for fellow fallen firefighters, stand-by on scene during the *Red River Run* and *Tour of Saints*, give tours of the Fire Hall for kids' groups...all without pay.
-  Do I have the stomach to handle the more difficult medical scenes? Each person has varying degrees of comfort in lending assistance to a victim who is unconscious, is severely bleeding or burned, is a young child, and the like. Luckily these calls are rare, and the Department provides group and individual counseling as necessary.
-  Is my attitude likely to contribute positively or negatively to the morale of the Department? Negative attitudes are as infectious as the flu, and bring down the morale of the department! The hiring committee will be looking for the candidate that will be professional and maintain a positive attitude even during the inevitable times of conflict. Complainers, people with short tempers, or those that always believe that 'someone else will do it' need not apply.
-  Am I likely to see drills and training as a challenge and interesting, or more so as a burden? Your first year on the department will be the most intensive by far, as it will require 40 hours of "first responder" training (or 140 for EMT) and 140 hours for Firefighter I and II classes.
-  Am I willing to accept the need to resign from the Department if I choose to live more than ten minutes from the Fire Hall or outside of the Cold Spring Fire and Rescue District? The CSFD has an incredible response rate, which has without question resulted in lives being saved that would have been lost in other communities. One of the largest factors contributing to that success is the fact that members must reside in close proximity to the Fire Hall.

This information is not at all to scare away applicants. For members of the Department there is a great deal of pride that is felt when they are wearing their Fire Department uniform at a public function, or leave a scene knowing that they helped save a life or someone's home. The comradery and incredibly rewarding feeling, is sure to be unlike anything you will **ever** experience.

# CRIMINAL HISTORY BACKGROUND CHECK AUTHORIZATION

Please provide the following information and PRINT CLEARLY:

Name (Last, First, Complete Middle Name) \_\_\_\_\_ Social Security Number \_\_\_\_\_ Sex \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Maiden or Previous Names Ever Used \_\_\_\_\_ Telephone Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ Birth Date \_\_\_\_\_ Birth Place (City, State, Country) \_\_\_\_\_

Date of Employment \_\_\_\_\_ Job Title \_\_\_\_\_

Length of Time at Current Address: \_\_\_\_ Years \_\_\_\_ Months

In the last five years have you resided in a state other than Minnesota? \_\_\_\_ Yes \_\_\_\_ No

Racial/Ethnic Status: \_\_\_\_ Asian \_\_\_\_ Pacific Islander \_\_\_\_ Hispanic \_\_\_\_ Caucasian  
\_\_\_\_ American Indian \_\_\_\_ Alaskan Native \_\_\_\_ African American

List Last Three (3) Previous Address:

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Have you completed this form in the past three (3) months: \_\_\_\_ Yes \_\_\_\_ No

## Acknowledgment and Authorization

I hereby authorize the Cold Spring Police Department and the Minnesota Bureau of Criminal Apprehension to release to the City of Cold Spring City Administrator all data pertaining to criminal convictions and arrests in accordance with M.S. 13.05. I also authorize the Minnesota Department of Public Safety, Driver and Vehicle Services to release my driving record information to the Cold Spring City Administrator. I understand that this authorization to release information will expire one (1) year from the date of my signature given below. In some instances, the City of Cold Spring may request authorization to complete a national check by the Federal Bureau of Investigation and my authorization for such a check is also given.

I certify that all of the information I have provided for this criminal background check is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## City of Cold Spring Position Description

# FIREFIGHTER

**COUNCIL APPROVED:** April 14, 2009    **REPORTS TO:** Fire Chief    **STATUS:** Volunteer Firefighter

### PURPOSE

Although the title assigned to this position is Firefighter, the employee's duties are as much related to rendering assistance at medical calls. More generally, the employee is responsible for performing emergency services intended to protect the life, well-being and property of individuals and the community as a whole; all by performing the related duties as required. Although there is prescribed compensation for this position, it is classified as "Volunteer Firefighter" as contemplated in Minnesota Statutes.

Although this employee is ultimately responsible directly to the Fire Chief, there is a formal chain of command that applies within the Fire Department that shall be followed. In performing their duties, this employee is required to rely extensively on their own good judgement, yet is expected to act according to general philosophies of the Fire Department.

### ESSENTIAL DUTIES

The listed examples may not include all duties performed by all positions in this class. The *Physical and Environmental Factors List* is intended as an attachment to and a part of this *Position Description*. For all the duties described below the City of Cold Spring requires an emphasis on professional appearance and conduct while on duty, attention to detail, and prompt action when warranted.

1. Respond to fire and other calls of assistance on emergency apparatus to render assistance.
2. Drive or operate fire or other emergency apparatus after three (3) full years of employment.
3. Connect and handle hose lines and nozzles; turn water supplies on and off; raise and lower hose lines and ladders to or from upper or lower levels of buildings; applies water or other extinguishing agents for maximum effect.
4. Forces entry into buildings by breaking glass; springing or forcing doors, windows, or gates; cutting locks or bars through the use of hand, hydraulic, and/or power tools.
5. Attends to sick or injured persons.
6. Ventilates burning buildings by opening or breaking doors or windows, or by cutting holes through walls, floors, and/or the roof.
7. Participates in initial arson investigation by preserving evidence, and noting location and condition of related objects upon entering a burning building.
8. Participates in monthly meetings, and others as required.
9. Participates in monthly drills, and others as required; including demonstrations, or courses related to equipment use, fire fighting techniques, rescue, or other EMS practices.
10. Reviews and tours, new and existing buildings within the fire district and becomes familiar with building layout, locations of streets, hydrants, utility shut-off points, fire alarm panel locations, location of key lock boxes, and possible hazards within the structure, etc.
11. Uses hose rollers, ladders, ropes, hand tools, power tools, self-contained breathing apparatus, cold water rescue suit, boat, thermal imaging camera, defibrillator, and other equipment in fire, rescue, and EMS work.
12. Extricates persons trapped in automobiles and other accidents.
13. Responds to and assists in stabilizing, identifying, and/or possible evacuations involving hazardous material leaks or spills.
14. Help maintain and keep clean apparatus, equipment, tools, personal protective clothing and department facilities.
15. Limited responsibility for filling out routine reports and records.
16. Contribute unpaid volunteer hours for causes endorsed by the Fire Department to the extent equitable with the rest of the members.

### KNOWLEDGE, SKILLS AND ABILITIES

1. Considerable knowledge of fire and medical procedures and techniques including proficient operation of Fire Departmental equipment.
2. This employee must have good verbal and written communication skills.

3. Ability to quickly develop a detailed understanding of the layout of the territory served by the Fire Department, including important buildings and street systems.
4. Considerable skill to expertly drive a motor vehicle, even under extreme conditions.
5. Considerable ability to analyze situations, identify alternatives and determine appropriate action.
6. Considerable ability to meet the strength, endurance and agility requirements of the position through their employment; including the ability to lift and carry or drag heavy objects or people.
7. Must be able to maintain training and/or certifications in all aspects of the position.

**ADDITIONAL REQUIREMENTS**

1. Ability to maintain confidentiality.
2. The employee must perform their duties with professional appearance and conduct; and have the ability to relate to the public (particularly victims in emergencies) effectively and compassionately.
3. Ability to work both independently and with others.
4. Must maintain a criminal record free of any conviction for significant offenses, as defined by the Minnesota POST Board.
5. Ability to conduct themselves both on and off-duty, personally and financially, in a manner that does not adversely impact their ability to perform the duties of this position.
6. The employee must respond quickly, calmly (even under conditions of severe physical, mental and emotional distress) and appropriately to crisis and emergency situations whenever requested; and must meet minimum attendance requirements.

**MINIMUM QUALIFICATIONS**

1. High school diploma or equivalent at the time of application.
2. Must be at least 18 years of age at the time of hiring.
3. A valid driver’s license.
4. Good driving record prior to date of hire, and throughout employment as a Firefighter.
5. Clean criminal history prior to date of hire, and throughout employment as a Firefighter.
6. Successful completion of “Firefighter I” (1403A) fire training, within one (1) year from the date of hire.
7. Certification as a first responder or higher medical training & defibrillator trained within two (2) years from the date of hire.
8. Successful completion of “Firefighter II” (1403B) fire training, within five (5) years from the date of hire.
9. Must not be on another fire department within ten miles of the Cold Spring Fire Hall.
10. Must reside within ten minutes of the fire hall and within the Cold Spring Fire and Rescue Department coverage area (district), at the time of hire and throughout employment as a Firefighter.
11. Successful completion of a job-related physical examination and agility test at the time of hire.

NOTE TO EMPLOYEE: The undersigned Employee acknowledges that they have read and understand this *Position Description*, which includes the *Physical and Environmental Factors List* for the position. Furthermore, that a copy of this *Position Description* will be provided to the Employee and the signed original will be placed in their personnel file. Finally, that this *Position Description* shall define their position indefinitely unless later amended and duly adopted, at which time this same procedure shall be followed.

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Firefighter

\_\_\_\_\_  
Date