

Spring Valley Township Fire Department

Application for Employment

An Equal Opportunity Employer

To be considered an applicant, you must complete this form. Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for your signature.

Part-time Volunteer

Personal Information:				
Name:				
	Last	First	Middle	Other Names Used
Address:				
	Street	City	State	Zip
Telephone: ()				
	Home	Cell	Yes () No ()	
Text				
Email Address:				

Employment History (Please Start With the Most Recent, Ending With Age 18, Excluding Part-Time Positions Held While Obtaining Higher Education—Use Additional Paper as Necessary.):				
Employer:				
Address:				
	Street	City	State	Zip
Telephone: () Supervisor Name:				
Dates From: To: Final Rate of Pay:				
Position Held:				
Primary Duties:				
Reason for Leaving:				
Next Employer:				
Employer:				
Address:				
	Street	City	State	Zip
Telephone: () Supervisor Name:				
Dates From: To: Final Rate of Pay:				
Position Held:				
Primary Duties:				
Reason for Leaving:				

Next Employer:			
Employer:			
Address:			
Street	City	State	Zip
Telephone: ()	Supervisor Name:		
Dates From:	To:	Final Rate of Pay:	
Position Held:			
Primary Duties:			
Reason for Leaving:			

MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes No

Are you legally eligible to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Federal Law requires proof of identity and employment authorization for all new employees.)

Education/Training					
School	Name	Location	Dates Attended From / To:	Diploma, Degree & Major	Graduated?
High School					
College					
Other (Business, Vocational, Military)					

Professional Licenses or Certificates Held (List additional on a separate sheet of paper)									
VFF (36hr) <input type="checkbox"/>	EMT-B <input type="checkbox"/>	Haz-Mat Aware <input type="checkbox"/>	NIMS 100 <input type="checkbox"/>	NIMS 700 <input type="checkbox"/>					
FF1 <input type="checkbox"/>	EMT-I <input type="checkbox"/>	Haz-Mat Ops. <input type="checkbox"/>	NIMS 200 <input type="checkbox"/>	NIMS 800 <input type="checkbox"/>					
FF2 <input type="checkbox"/>	Para <input type="checkbox"/>	Haz-Mat Tech. <input type="checkbox"/>	NIMS 300 <input type="checkbox"/>	EMSI <input type="checkbox"/>					
FSI <input type="checkbox"/>	CPR <input type="checkbox"/>	Haz-Mat Spec. <input type="checkbox"/>	NIMS 400 <input type="checkbox"/>	FFI <input type="checkbox"/>					

Attach copies of all certification cards when returning application

Personal Reference (Please list the names of three (3) persons <u>not</u> related to you by blood or marriage.)				
Name:	Last	First	Middle	
Address:	Street	City	State	Zip
Telephone:	()	()		
	Home	Other		
Connection To You (i.e. friend, co-worker):			Occupation:	

Personal Reference				
Name:	Last	First	Middle	
Address:	Street	City	State	Zip
Telephone:	()	()		
	Home	Other		
Connection To You (i.e. friend, co-worker):			Occupation:	

Personal Reference				
Name:	Last	First	Middle	
Address:	Street	City	State	Zip
Telephone:	()	()		
	Home	Other		
Connection To You (i.e. friend, co-worker):			Occupation:	

Driving Record	
Violations, Fines, Suspensions, Convictions? (Please list all of them except parking tickets)	
Date and violation: _____	

_____	Driver's License Number : _____

<p>Why do you want to join the Spring Valley Township Fire Department?</p> <p>_____</p> <p>_____</p> <p>_____</p>

Have you ever been charged with a crime (other than a minor traffic infraction)? Yes No

If yes, when & where: _____ Please Explain: _____

Are you related by blood or marriage to any person now employed by Employer? Yes No

If yes, give name and relationship to you: _____

VOLUNTEERS OLNLY ROLES AND RESPONSIBILITIES

Attendance- Three (3) training Drills each month (Wednesday nights) fire and EMS. One Weekend shift each month and attend 25% of all fire and EMS calls per month (if applicable). Participate in weeknight squad duty.

Minimum Training- CPR, Firefighter Certification and/or EMS certification within the first year on the department.

CERTIFICATION

Information to b considered confidential and be held the sole property of the application Investigation Committee, and the Spring Valley Township Fire Department, not to be divulges to anyone for any reason beyond the sole purpose of the investigation of the application for membership.

If Applicant is accepted as a member, this form will become a permanent part of the Fire Department records.

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment may be terminated.

I understand and agree that, if hired, my employment is for no definite period and either Employer or I may terminate our relationship at any time, and that this employment application does not constitute an employment contract.

Signature of Applicant: _____ Date: _____

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, an applicant for employment with Spring Valley Township Fire Department, do hereby authorize a review of and full disclosure of all records or information concerning myself to any duly authorize agent of Spring Valley Township Fire Department, whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of all records and information of educational institutions; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, either criminal or civil, in which I have, or have had any interest or involvement.

I understand that any information obtained during any personal history background investigation which is developed directly or indirectly, in whole or in part, upon this authorization will be considered in determining my suitability for employment by the Spring Valley Township Fire Department. I hereby agree that any person(s) or entities who may furnish such information concerning me shall not be held liable for providing this information; and I do hereby release said person(s) and entities from any and all liability which may be incurred as a result of furnishing such information.

I further authorize that a photocopy of this signed release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Signature

Witness

DATED: _____

Printed Name, including all names I have previously used or been known by:

Phone: _____

DOB: _____

SSN: _____

Expectations

The following is a list of expectations that are not included in your job description. We feel it extremely important for everyone to know what is expected of him or her. Please review the list and clarify any questions you have with the investigation committee. This list is intended to help you understand the requirements of this industry and create an easier transition to our organization.

1. **Maintain and promote a winning attitude.**

- Look at problems as opportunity. How can we improve?
- When you bring a concern to an officer, bring two possible solutions
- Do not engage in chronic complaining. Be part of the solution, not part of the problem. Complaining does little to improve the organization. Help us work towards positive solutions.
- Do not accept negative attitudes in others. Bring negativity to their attention.
- Avoid negative thinking. Negative thinking is contagious and limits our potential.
- Remember... Attitude is a choice; choose to have a good one.
- Develop a "can do" attitude. You are in control of your potential.
- Focus on making a positive impact on others and the organization.
- Seek out opportunity and ways to implement.
- Deal in *FACTS* not assumptions.

2. **Practice the Golden Rule.**

- Treat others the way you wish to be treated.
- See value in others. Everyone has value.
- Care about the other members and help them succeed.
- Focus more on the positive attributes of others instead of the negative. We will not ignore the negative but we will emphasize the positive.
- Help energize others by being motivated yourself.

3. **Be a Team Player.**

- Participate in meetings and trainings.
- Help your fellow members succeed.
- Remember... We win and lose as a team, not individuals.
- Keep communications open.
- Always seek win-win solutions.
- Have fun. Enjoy working with the group.
- Make it a safe environment.
- Build relationships to improve trust and understanding.
- Allow mistakes. We will all make mistakes when we try new ideas.
- Learning must take place when we make mistakes.
- Poor performance is not tolerated.
- Recognize fellow members for a job well done.

4. **Seek Excellence.**

- Increase your education and skill level.
- Focus on helping to move the organization forward.
- Finish what you start. Get help if you need it.
- Seek to improve everything we do.
- Think why we can, instead of why we can't.
- Be data driven.
- Understand our budget is limited. How can we make the biggest impact with what we have?

5. Do That Which is Right.

- Everything you do must be done in a moral, ethical, and legal manner.
- Contribute to the mission and vision of the organization.
- Help accomplish our goals.
- Always consider the internal and external customer.
- Remember, the Ten Commandments are not outdated.
- Be trustworthy and show integrity.

6. Stay Focused.

- Remember... You're here to help the organization succeed.
- Stay focused on contributing to the mission, vision, and goals.
- Don't get distracted with personal agendas.
- You are our most valuable resource... We will support you through education, training, coaching, and counseling.
- Every task that you engage in must be aligned with the mission.

7. Participate.

- Participate in meetings, trainings, special details, and emergency calls.
- Participate by communicating, asking questions and offering suggestions.
- Participate by helping the organization be better today than it was yesterday.

8. Capitalize on Adversity.

- We are constantly faced with adversity and problems. Don't let the problems pull you down. Our job is to adapt and overcome problems.
- Seek out opportunity anytime you are confronted with adversity.
- Understand all of the facts when confronted with adversity.
- Help develop and implement the plan to overcome adversity.

I have reviewed the above list of member expectations given to me by the Spring Valley Township Fire Department. I have had the opportunity to discuss any questions or concerns that I have with the investigation committee, regarding these expectations. I will strive to meet all of these expectations as a member of this organization. A copy has been provided to me for future reference.

Name _____

Date _____

Signature: _____