

Springdale Fire Department

P.O. Box 1521, 417 Holcomb, Springdale, Arkansas, 72765, (479)751-4510

Attention Applicant

The first step in our hiring process is to review each application submitted. The following are important points we feel you should know about the review process:

1. We may reject an application form which is not completely filled out, regardless of an applicant's qualifications.
2. While it is not required, you may submit a resume along with your application. Providing us with a resume **does not exclude** you from filling out the Springdale Fire Department application in its entirety. We treat a resume as an indication of interest in employment with the City of Springdale. ***Without an application form on file, we will not consider you for employment with our department.***
3. A typed cover letter explaining your desire to become a Springdale Firefighter is HIGHLY desirable, but not required.
4. Our application allows us to compare all of the applicants' qualifications and experiences in a fair and consistent manner. In addition, all applicants will be judged only on job related factors.
5. The only means we have of reviewing your qualifications for employment with the Springdale Fire Department is this application form. It is to your advantage to be explicit when completing this application. If you have certain experiences or skills which would prove beneficial to this Department, list them. We will not assume more than what you tell us.
6. If you are having problems completing the application form or if you have any questions, please ask the Administrative Assistant or any Administrative Officer for assistance.

Firefighter Job Description

JOB TITLE: FIREFIGHTER
DEPARTMENT: FIRE DEPARTMENT
IMMEDIATE SUPERVISOR: FIRE CAPTAIN
DATE APPROVED: 01/08/2003

NATURE OF WORK

This is a "line" position responsible for performing firefighting, rescue, and emergency medical services in addition to other duties including fire and life safety education and various fire prevention related activities. The work includes performing fire suppression activities including ventilation, overhaul, and salvage of properties involved in fire; rescue activities including extrication of trapped persons; hazardous materials response and mitigation; inspection and public education, while working as a member of an engine company, rescue company, ladder company, or ambulance crew. The position requires working in a hazardous atmosphere both in an individual capacity as well as a team member. Other major responsibilities include inspecting assigned apparatus and equipment to ensure proper order and working condition and maintaining said tools and equipment while working in coordination with supervisors and the department mechanic to perform certain maintenance and minor repairs of assigned apparatus and equipment. The position works under the direct supervision of an assigned Company Officer (Captain) and the general supervision of an assigned Shift Commander (Battalion Chief).

PRE-QUALIFICATIONS FOR APPOINTMENT

- Must be a citizen of the United States.
- A minimum of a High School Diploma or G.E.D. equivalency certificate.
- Must be no less than 21 years of age and no more than 34 years of age. (Exception: If the candidate has been a paid, full time firefighter with at least two years of paid service, then the candidate's years of paid service may be subtracted from the candidate's current age; if the resultant number is not more than 35 [years of age] then the candidate is considered within the age eligibility).
- Must possess (or be able to obtain) a valid Arkansas Driver's license without record of suspension or revocation.
- Must pass a written and oral Civil Service examination.
- Must pass a thorough background check performed by the fire department.
- Must pass an oral interview conducted by the fire department.
- Must submit to and pass the department physical agility examination.
- Must submit to and pass a required physical examination, conducted after job offer.
- Must submit to and pass a drug screen test.
- Must have no felony convictions.
- Must possess ability to read and write the English Language.

ESSENTIAL JOB FUNCTIONS

- Responds to fire, rescue, and emergency medical calls as a member of an engine company, ladder company, ambulance crew, or other specialized unit.
- Performs a variety of technical and manual labor activities and duties as required to locate, control, and extinguish fires including but not limited to: connecting hoses to nozzles, apparatus, fire hydrants, appliances, and facility fire control devices; pulling, stretching, deploying and advancing fire attack hoses and water supply hoses; applying visual,

sensory, technical and judgmental skills to identify and evaluate fire and rescue considerations; selecting and applying various fire control devices and techniques; carrying, positioning, raising, climbing and working from various types of ground and aerial ladders; selecting and working with various hand and power tools.

- Performs a variety of technical and manual labor tasks to ventilate structures involved in fire, smoke, or odor calls to include placing of fans, hose streams, mechanically open roofs, floors, doors, windows, walls, vents, etc.
- Performs a variety of technical and manual labor tasks during forcible entry operations to gain access into structures using various hand and power tools.
- Performs a variety of technical and manual labor tasks during salvage operations to minimize property damage including placing salvage covers, removal and or relocation of property, controlling and removing water, smoke, and heat from structures, etc.
- Performs tasks to safely extricate individuals from various vehicle or equipment related accidents.
- Performs search and rescue activities to locate and remove individuals from various other emergency situations including water rescue, high angle entanglements, collapse of structures, earth cave ins, confined spaces, lost persons, etc.
- Performs various emergency medical assessment, treatment, and transport activities at level of certification (EMT or Paramedic).
- Inspects, maintains, cleans, stocks, and loads various firefighting, rescue, and EMS related tools, equipment, and supplies on department apparatus, units, and vehicles.
- Uses, wears, and maintains various types of personal protective clothing and gear including self contained breathing apparatus, safety gear including helmets, gloves, pants, coats, boots, climbing harness, ropes, water suits, goggles, fully encapsulating hazardous materials suits, etc.
- Uses various communications equipment in both emergency and non-emergency environments including two radios, telephones, cell phones, computers, etc.
- Participates in training classes and drills to maintain and enhance firefighting and emergency medical techniques, participates in and may instruct “in station” training activities.
- Performs at the operational level at various hazardous materials emergencies.
- Works with computers to write reports, enter maintenance work orders, etc. as required.

OTHER JOB FUNCTIONS

- Delivers public fire and life safety education programs, tours, lectures, etc.
- Cleans, maintains, and performs minor repairs to fire stations and grounds.
- Inspects, cleans, tests, and maintains fire hydrants and other related equipment and records such activities
- Performs other duties as assigned by superiors.
- May perform as a backup Apparatus Driver/Operator if qualified and so certified.
- May perform as an Acting Officer if qualified and so certified.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

REQUIREMENTS OF WORK

Requires extensive technical training beyond the high school level in fire science technology, emergency medical care, hazardous materials response, and various technical rescue methodologies to provide the following knowledge, skills, and abilities:

- Thorough knowledge of all emergency techniques and procedures authorized by the SFD or other nationally recognized good practice.
- Thorough knowledge of all policies, rules and regulations, and S.O.G.s of the City, Civil Service Commission, and Fire Department.
- Thorough knowledge of the uses, operations, maintenance requirements, and locations of fire fighting, ems, rescue, haz-mat, special operations, and other emergency equipment tools and apparatus used by the department.
- Working knowledge of fire chemistry, building construction, fire and building codes, inspection principles and practices, emergency operations, EMS care giving.
- Working knowledge of the Incident Command System and the ability to function within it in emergency situations.
- Sound working knowledge of the physical layout of the city, streets, major target hazards, water supply systems, and hydrants.
- Sound working knowledge of apparatus and equipment operations.
- Ability to communicate effectively verbally and in writing.
- Ability to write clear, concise reports and narratives.
- Ability and skills necessary to operate computer software.
- Ability to work with complex instruments and equipment.
- Ability to establish and maintain effective working relationships with other personnel both within the department and outside the department.
- Ability to adapt with changing demands and conflict to ensure positive outcomes.
- Physical and mental ability and endurance to work under sometimes harsh and adverse climate and atmospheric conditions.
- Physical and mental ability and endurance to work within physically threatening and stressful situations.
- Ability to obtain and maintain Arkansas state EMT certification.
- Ability to obtain Arkansas Firefighter I and II certification.
- Ability to maintain personal physical fitness consistent with department standards.

Springdale Fire Department

P.O. Box 1521, 417 Holcomb, Springdale, Arkansas, 72765, (479)751-4510

Employment Application

Applicant Information											
Full Name:											
	<i>Last</i>	<i>First</i>	<i>M.I.</i>								
Address:											
	<i>Street Address (including Apt/Unit #)</i>										
								<i>State</i>	<i>ZIP Code</i>		
Phone:	()	E-mail Address:						Social Security #			
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do you meet the age requirement described in the "Firefighter Job Description"?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>								
Licenses and Certificates											
Place a check by each license or certificate you possess and <u>provide copies</u> :											
___ Driver's License ___ EMT ___ Paramedic ___ Firefighter I ___ Firefighter II ___ Instructor ___ CPR ___ Other (list): _____ _____											
Previous Employment											
Company:						Phone:	()				
Address:						Supervisor:					
Job Title:				Starting Salary:				Ending Salary:			
Responsibilities:											
From:		To:		Reason for Leaving:							
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	Full Time ___ Part Time ___					
Company:						Phone:	()				
Address:						Supervisor:					
Job Title:				Starting Salary:				Ending Salary:			
Responsibilities:											
From:		To:		Reason for Leaving:							
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	Full Time ___ Part Time ___					
Company:						Phone:	()				
Address:						Supervisor:					
Job Title:				Starting Salary:				Ending Salary:			
Responsibilities:											
From:		To:		Reason for Leaving:							
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	Full Time ___ Part Time ___					

Additional Information

If you have ever worked (paid or volunteer) for any fire department, please answer the following questions. Space is provided for two departments, if additional space is needed, use blank paper and attach your responses to the application.

	Agency	Agency
Size of Department (# of employees)		
Paid or Volunteer?		
Length of time with department?		
Did you work unsupervised, with limited supervision, or with additional employees?		
List all courses and certifications obtained while at any fire or EMS service.	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
List any other experiences; skills or qualifications that you feel are relevant to this position.	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

Essay Question

Please write (Do Not Type) your answer to the following two-part question. The answer should be at least 150 words long, legible and responsive to the question. Use additional paper if necessary.

What qualities make you an outstanding fire fighter candidate and what duties and responsibilities would comprise the ideal entry-level job in firefighting for you?

Military Service

Branch:		From:	To:
Rank at Discharge:		Type of Discharge:	
If other than honorable, explain:			

Education

High School:				Address:			
Years Completed:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:			
College:				Address:			
Years Completed:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:			
Other:				Address:			
Years Completed:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:			

References

Please list three professional references.

Full Name:			Relationship:		
Company:			Phone:	()	
Address:					
Full Name:			Relationship:		
Company:			Phone:	()	
Address:					
Full Name:			Relationship:		
Company:			Phone:	()	
Address:					

Court Record

If you have ever been convicted, or have any charges pending, other than minor traffic violations, list details below. Use additional sheet if necessary. **CONVICTIONS ARE NOT AN AUTOMATIC BAN TO EMPLOYMENT. EACH CASE IS CONSIDERED ON ITS OWN MERIT**

Date	Place (City, State)	Charge	
Date	Place (City, State)	Charge	
Date	Place (City, State)	Charge	

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature:			Date:	
------------	--	--	-------	--



The Springdale Fire Department exists to enhance the quality of life in Springdale by minimizing the devastating effects of fires, medical emergencies, and natural and artificial disasters.

Authorization to Release Information

I hereby authorize the release of any and all information, including copies of any documents requested, to the City of Springdale and/or the Springdale Fire Department for the purpose of determining my suitability and/or qualifications for employment as a Springdale Firefighter. These records may include information which is public, private or confidential in nature from any or all of the following sources:

1. Military Record Center 2. Any Place of Business 3. Any Court or Police Agency	4. Former Employers 5. Present Employers 6. Any Educational Institution				
Full Name:				Date of Birth:	
<i>Last</i>		<i>First</i>		<i>M.I.</i> <i>(Month) (Day) (Year)</i>	
Social Security Number					

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Signature of Applicant _____

Date Authorization Signed and Effective ____/____/____
 (Mo.) (Day) (Year)

TO WHOM IT MAY CONCERN:

The above named individual has applied for employment as a firefighter with the Springdale Fire Department. That same individual has authorized you or your agency to release any and all information to this department to be used in determining their suitability and qualifications for employment. The information that you provide will only be used for that express purpose.

Duane Atha
 Fire Chief