



19900 Nightingale St. NW  
 Oak Grove, MN 55011  
 (763)404-7000  
 (763)404-7001 Fax  
 www.ci.oak-grove.mn.us

# Employment Application

*An Equal Opportunity Employer*

*Please complete by printing in ink or typing. Application must be signed for employment consideration.*

NAME Last	First	Middle	POSITION APPLIED FOR: <b>FIRE FIGHTER</b>				
ADDRESS			TODAY'S DATE:				
CITY	STATE	ZIP	STATUS DESIRED: <input type="checkbox"/> PAID ON-CALL				
PHONE	EMAIL		AVAILABILITY FOR WORK:  Days per week:  Evening Hours: Day Hours: _____				
<b>REQUIRED FOR PROCESSING:</b>  Do you have a valid driver's license? (For driving positions only) <table style="display: inline-table; vertical-align: middle;"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>			YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been fired or asked to resign from a job? YES NO <input type="checkbox"/> <input type="checkbox"/> If yes, explain
YES	NO						
<input type="checkbox"/>	<input type="checkbox"/>						
Are you <u>under</u> 18 years of age? <table style="display: inline-table; vertical-align: middle;"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>			YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	Have you been convicted of a felony crime? <input type="checkbox"/> NO <input type="checkbox"/> Yes, explain, include conviction date.
YES	NO						
<input type="checkbox"/>	<input type="checkbox"/>						
Are you a U.S. citizen or do you have legal Authorization to work in the U.S.? <table style="display: inline-table; vertical-align: middle;"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> Proof of age and/or eligibility to work may be requested.			<input type="checkbox"/>	<input type="checkbox"/>	(Minnesota law prohibits an employer from refusing to hire a person because of their criminal conviction unless it is specifically related to the job for which they are applying)		
<input type="checkbox"/>	<input type="checkbox"/>						

EDUCATION	School Name, City and State	
High School		Diploma
		GED
College Attended		Degree Completed: YES <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other NO # of years completed _____ Semester/Credit hours earned _____
College Attended		Degree Completed: YES <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other NO # of years completed _____ Semester/Credit hours earned _____
Technical or Certificate Programs		(indicate type of certificate earned)

Summarize special skills and training not listed above:

CURRENT EMPLOYMENT INFORMATION			
EMPLOYER	DATES EMPLOYED		JOB TITLE:
	FROM	TO	
ADDRESS			SUPERVISOR:
CITY, STATE, ZIP	JOB DUTIES:		
TELEPHONE			
( )			
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
PAY INFORMATION			
STARTING	CURRENT		
REASON FOR LEAVING:			

PREVIOUS EMPLOYMENT INFORMATION			
List all positions held including full-time, part-time, military, summer, volunteer work and any periods of unemployment. Explain any period of unemployment. Attach additional sheet if necessary.			
EMPLOYER	DATES EMPLOYED		JOB TITLE:
	FROM	TO	
ADDRESS			SUPERVISOR:
CITY, STATE, ZIP	JOB DUTIES:		
TELEPHONE			
( )			
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
PAY INFORMATION			
STARTING	CURRENT		
REASON FOR LEAVING:			

EMPLOYER	DATES EMPLOYED		JOB TITLE:
	FROM	TO	
ADDRESS			SUPERVISOR:
CITY, STATE, ZIP	JOB DUTIES:		
TELEPHONE			
( )			
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
PAY INFORMATION			
STARTING	CURRENT		
REASON FOR LEAVING:			

List professional registration(s), professional membership(s), licenses(s), and/or certificate(s) related to the position for which you are applying.

**REFERENCES (Please list three persons, who are not related to you or previous supervisors, who can provide professional references.)**

Name	Address	Phone #	Relationship/Occupation	Years Known

**Claim for Veteran's Preference**

Complete this section ONLY if you are a veteran AND claiming veteran's preference. If you do not meet the eligibility requirements outlined below, do not complete this section. To use the preference you must complete this section AND supply a copy of your discharge papers (DD214 Form).

A veteran, for purpose of offering a preference, is a citizen of the United States or a resident alien separated under honorable conditions from any branch of the U.S. armed forces:

- After having served on active duty for 181 consecutive days; or
- By reason of disability incurred while serving on active duty; or
- Who has met the minimum active duty required as defined by CFR, Title 38, Section 3.12a; or
- Who has active military service certified under 38 U.S.C.A. Section 106, Part I, Chapter 1.

**Active duty Information:**

Have you (or your disabled spouse) served on active duty without interruption for 181 days or more?  YES  NO

Type of separation:  Honorable  Honorable release from active duty and transfer to reserves  Medical

Other \_\_\_\_\_

**For Disabled Veterans:**

Permanent  Yes  No Percent of Disability \_\_\_\_\_%

**For Spouses of Deceased Veterans:**

Have you remarried?  Yes  No

**AFFIDAVIT:**

I hereby claim veteran's preference for this position, and certify that all of the information given is true, complete, and correct to the best of my knowledge.

I hereby authorize the Veteran's Administration to release information necessary to process this application to the City of Oak Grove.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

**\*PLEASE READ CAREFULLY BEFORE SIGNING\***

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents may be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by THE CITY OF OAK GROVE that such employment with THE CITY OF OAK GROVE is at will, for no specified duration and may be terminated by either THE CITY OF OAK GROVE or myself at any time, with or without cause. I understand that none of the documents, policies, procedures, actions, statements of THE CITY OF OAK GROVE or its representatives used during the employment process is deemed a contract of employment, real or implied. I further understand 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 an authorized executive of THE CITY OF OAK GROVE. In consideration for employment with THE CITY OF OAK GROVE, if employed, I agree to conform to the rules, regulations, policies and procedures of THE CITY OF OAK GROVE at all times and understand that such obedience is a condition of employment.

I understand that if offered a position with THE CITY OF OAK GROVE, I will be required to submit to a pre-employment medical examination and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to THE CITY OF OAK GROVE and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

**BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name and number of person completing this form if other than applicant: \_\_\_\_\_

**THE CITY OF OAK GROVE IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.**

### IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies where you may be considered for employment (to comply with M.S. 13.43, Subd 2)

Private Data	Why We Ask For It	Are You Legally Obligated To Provide It?	What May Happen If You Don't Provide It
Social security #	To distinguish you from all other applicants and to make processing more efficient	No	In most cases, nothing. However, it will help to ensure that your records are not confused with those others.
Name	To distinguish you from all other applicants	Yes	Failure to provide information may be cause for rejecting an application.
Address	To be able to send you notices	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability for interview and to notify you when we need you to work on short notice	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice
Conviction Record	To determine whether we may legally accept an application from you and to determine whether your record may be a job-related consideration	Yes	We will not be able to make determinations required by law. Failure to provide relevant conviction information may be grounds for dismissal.

**OTHER INFORMATION ON THE APPLICATION IS PUBLIC; THAT IS, IT MAY BE GIVEN TO ANYONE FOR ANY PURPOSE**

## APPLICANT DATA RECORD

Government Agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment, or later advancement in employment.

Position(s) Applied for \_\_\_\_\_

Date \_\_\_\_\_

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

**GENDER:**     Male     Female

### **RACE/ETHNICITY:**

**American Indian or Alaskan Native** - A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment

**Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

**Black or African American** - A person having origins in any of the Black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

**Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

**White** - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Hispanic or Latino (All races)** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Hispanic or Latino (White race only)** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.

**Hispanic or Latino (all other races)** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.

**Race missing or unknown** - Applies to Applicants only, where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

Check if any of the following are applicable:

Veteran     Not a Veteran     Vietnam Era Veteran     Disabled Veteran     Disabled Individual

Please identify where you learned about an employment opportunity with this organization.

Newspaper ad  
 Web Site  
 Employee Referral  
 Recruiter

Tech School/College Placement  
 Temporary Service  
 State Employment Service  
 Other

**Personal and Confidential**

<b>CITY OF OAK GROVE</b>	<b>Job Description</b>
<b>Title:</b> Volunteer Fire Fighter	<b>FLSA Status:</b> Non-exempt
<b>Department:</b> Fire Department	<b>Position Status:</b> Paid On-call
<b>Accountable To:</b> Assigned Officer	<b>Salary Grade:</b> TBD
<b>Prepared By:</b> Fire Chief	<b>Revision Date:</b> January 11, 2010

**Job Summary:**

An employee in this class has the responsibility of protecting life and property from the hazards of fire. This protection is offered by applying modern fire suppression methods to control and stop property damage by saving lives through rescue from fire or other hazardous environments, and through safety inspections and public fire safety education to prevent fires. Responds to emergency calls and disasters that may occur in the community.

**Scope of Responsibility:**

The Paid On-call fire fighter is expected to be available to respond to a minimum of 25% of all fire calls, participate in 67% of all drills, attend 50% of all meetings and participate in 50% of all work details that occur in the fire department in the calendar year. During the training process all fire fighters are trained to do all fire fighting positions on the fire scene. Training is provided and paid for by the department.

**Essential Duties and Responsibilities:**

The Paid On-call fire fighter is expected to respond to fire, rescue, hazmat and other related calls as paged out by the dispatch center. Work includes rendering emergency medical assistance. All fire fighters are expected to abide by current fire practices and state law in completing their assigned duties.

**Qualifications:**

1. Minimum of eighteen (18) years of age or older at time of hire.
2. Must possess, or be able to obtain a valid Minnesota Driver's License by time of hire.
3. Live or work within 7 minutes of an Oak Grove Fire Station.
4. High school graduate or GED equivalent.
5. Must be able to pass a fire fighter employment physical examination.
6. **Complete a Firefighter 1 and 2 course and obtain a Firefighter 2 certification from the Minnesota Fire Certification Board within 1 year of the hire date.**
7. **Complete a First Responder course and obtain certification from the Minnesota EMSRB within 1 year of the hire date.**

**Physical Demands & Working Conditions:**

Work is performed primarily in office, vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock vibration. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**TOOLS AND EQUIPMENT USED:** Fire vehicles and apparatus, fire pumps, fire hoses and other standard firefighting equipment (Self-Contained Breathing Apparatus (SCBA)), water rescue floatation suit), ladders, first aid equipment, radio, pager, personal computer, phone, fax machine, camera.

This description is intended to indicate the kinds of task and levels of work difficulty that are required of the position. It is not intended to limit or modify the right of the immediate supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Council retains the discretion to add duties or change the duties of this position at any time.

1. What opportunities are available with the City of Oak Grove Fire Rescue?

Our department has a need for personnel in the following areas: Paid-on-Call Firefighter - Engages in direct fire and rescue activities. This position requires a minimum of certified training as a Fire Fighter I, Fire Fighter 2, Hazmat Operations and Medical First Responder.

2. Is this a full time or Paid on Call position?

The position you are applying for is a paid on call position. You will be expected to respond to calls at varying hours and meet a response requirement. We understand that this will need to be based on your full time work hours as well. However the city does have a response standard that firefighters must respond to 25% of the calls to remain in good standing. This will be further explained in the interview process.

3. What documents do I need to submit with my application?

When you submit your application, we will need a legible copy of your Minnesota Driver's License, Social Security Number, and High School Diploma or GED.

4. Who sets the requirements to be a firefighter in Anoka County?

All training requirements to become a volunteer or career firefighter are governed by the requirements of the National Fire Protection Association, the Anoka County Fire Chiefs and the City of Oak Grove.

5. I live outside of Oak Grove; can I still become a Fire Fighter?

Yes, you may; however, if you live further than 5.6 miles away from the closest Oak Grove fire station, you are not eligible for this position. 6. What steps are there in the Fire Fighter application approval process?

Approval to become a volunteer consists of these steps:

#### Hiring Process

- I. Application
- II. Information Session: Meeting of all candidates to review hiring process and intro to Oak Grove Fire operations. Station 1
- III. OGF D Panel Interview
- IV. Background Check: Anoka County Sherriff
- V. Physical/Drug Screen/SCBA Fit: Health Strategies (White Bear Lake or Plymouth)
- VI. Employee-Evaluation/Psych Test: Bubble sheet test, written test, and 1 hour meeting with psychologist. Minneapolis
- VII. Chief 1 Meeting: Chief1 will meet with you and spouse if requested
- VIII. Provisional hire based on successful completion of Academy



- IX. Fire Academy start (Jan/August): Firefighter 1 & Firefighter 2 courses (6 months), EMTB (5 months)
- X. Pager & PPE Assignment: Normally assigned prior to academy start.
- XI. Station Meet and Greet
  - a. Station Officer intro
  - b. Family & Personal Support group encouraged to attend
  - c. Mentor Assignment
- XII. Probation – 1 year from hire date

7. How long does it take the application process to be completed?

The time to process your application after we have received it varies; however, it usually averages four (4) to six (6) weeks. The majority of this time is spent awaiting your medical examination appointment and obtaining those results.

9. Do I need to have a medical examination and what medical testing is done as part of the application process?

Yes, you will be required to take a medical examination. The medical examination will consist of a general physical examination, hearing test, various blood tests, drug screen, EKG, chest x-ray, vision test, and lung capacity test and a mask fit test. All components of the primary medical examination are paid for by the city of Oak Grove. However, if you are referred to another physician for clarification of any medical situation, the cost of such visits and treatment is not paid for by the city.

10. Does Oak Grove provide my uniforms and equipment?

Oak Grove provides all of your uniform and safety equipment needs free of charge; however, you are responsible for the upkeep and safekeeping of these items.

11. How do I know what fire station I would be assigned to?

Most fire fighters will be assigned to the station closest to their residence.

12. Is there a minimum number of hours that I must put in each month to remain a Fire Fighter?

No. However the department does do drill on Wednesday nights and Monday mornings. You will be expected to attend these events. Some drills are mandatory and must be made up if you are unable to attend. Call attendance is monitored and you must respond to 25% of the total calls for the month.

13. What other duties are expected of me as a volunteer?

In addition to responding to emergency calls, you are expected to attend training, work details, meeting nights, some special events and to perform the station duties assigned by your officer.

14. Am I able to ride at other stations or am I limited to the one I am assigned to?

Typically you would respond out from the station assigned. However if you are attending a meeting at the other station, you can respond from there providing you have your gear.

15. I heard that I must be certified as a Minnesota State Firefighter to remain as a volunteer. How long do I have to complete that program?

No. It is a city requirement however, you must become at least Firefighter 1 and Firefighter 2 certified within one (1) year as required by city policy. There is an option to be a "licensed firefighter" in Minnesota, but it not required as a paid on call employee.

16. Does the City of Oak Grove pay for my training or school classes?

Yes, Oak Grove does pay for your training and school classes; however, you must remain active and in good standing to have this paid for by the city.

20. As a volunteer, do I receive pay for participating in events or responding to calls?

Paid-on-call firefighter positions do receive a starting reimbursement of \$9.10 per hour based on the department's payroll related rules. This will increase to \$13.03 once you have completed all the required classes to meet the hiring requirements.

21. As a volunteer, am I expected to report to duty during times of disaster such as tornados?

Yes, you are expected to report to duty during these times as your schedule and other work obligations allow. Emergencies of this nature increase the demand for responders and all personnel are necessary components of the recovery process. However we also realize the balance of your family. We want to encourage all staff to take care of the family needs prior to coming to the station.