

VOLUNTEER FIREFIGHTER POSITION DESCRIPTION

ANDERSON COUNTY FIRE PROTECTION DISTRICT

POSITION TITLE: Volunteer Firefighter

ESSENTIAL FUNCTIONS: The most important and indispensable duties required of a volunteer firefighter with the Anderson County Fire District, relate to FIRE SUPPRESSION and RESCUE PROCEDURES, including the following functions:

1. **SAFETY:** A firefighter must:

- (a) Learn the dangerous building conditions created by fire;
- (b) Be able to act in a fire situation or hostile environment;
- (c) Be able to use safety procedures in an emergency operation in relation to:
 - (1) Protective equipment, (2) Team work, (3) Portable tools and equipment,
 - (4) Riding an apparatus, (5) Hazardous materials incidents
- (d) Not pose a direct threat or significant risk to the health or safety of other firefighters or the public.

2. **EMERGENCY MEDICAL CARE:** A firefighter with the Anderson County Fire District may be required to certify and maintain certification as an Emergency Medical Technician. At a minimum, fire fighters will be required to maintain certification in CPR and basic first aid.

3. **FIREFIGHTING & RESCUE:** Firefighting and Rescue operations take place during some of the most difficult times. A firefighter must be able to think clearly and quickly in situation of high stress and weather extremes. Firefighters must be capable of lifting heavy loads, bending, stooping and crawling on hands and knees. During the course of training, firefighting, and rescue, a firefighter will be required to use a wide variety of fire equipment such as nozzles, hoses and other appliances carried on a pumper as well as advancing hose lines. Working from ladders with a charged hose line, positioning hose's into a building and performing victim rescue during emergency situation are common tasks performed by the firefighter.

4. **SELF-CONTAINED BREATHING APPARATUS:** A firefighter must be capable of wearing and utilizing a breathing apparatus while working in hazardous atmospheres without becoming claustrophobic. Facial hair that prevents the direct seal between the SCBA face piece and the users face shall not be permitted.

5. **FORCIBLE ENTRY:** A firefighter must have sufficient strength and stamina to be able to use manual forcible entry tools.

6. **LADDERS:** A firefighter must be able to carry, raise, and climb ground and aerial ladders while wearing a full ensemble of firefighter protective clothing and carrying fire fighting tools or equipment while ascending and descending, and while bringing injured persons down the ladders.

7. **REASONABLE ACCOMODATIONS:** The Anderson County Fire District will make reasonable accommodations for any individual with disabilities unless the accommodations would present a direct threat or significant risk to the health or safety of other firefighters or the public, or impose an undue hardship on the operation of the Anderson County Fire District.

8. **MINIMUM QUALIFICATION REQUIREMENTS:** The volunteer firefighter with the Anderson County Fire District must have the following **minimum qualifications:**

- (a) The candidate shall have a high school diploma, a state recognized equivalent, or be enrolled in high school working towards diploma.
- (b) The candidate shall be at least eighteen (18) years of age at the time of application.
- (c) The candidate must have completed an **APPLICATION FOR VOLUNTEER FIREFIGHTER** for the Anderson County Fire District.
- (d) The Anderson County Fire District must complete an investigation of the applicant's personal and work history to determine if any matters exist which would affect the firefighter in the performance of his/her duties and responsibilities as a firefighter.

9. **MINIMUM STANDARDS TO MAINTAIN POSITION:** A volunteer firefighter with the Anderson County Fire District shall maintain the following **minimum standards:**

- (a) Complete the 12 month recruit/probationary period of the Anderson County Fire District.
- (b) Attend a minimum of 50% of the scheduled department training sessions per quarter and attend the members assigned regular station meetings.
- (c) Respond to a minimum of 50% of the alarms of the Anderson County Fire District.
- (d) Comply with the rules, regulations and standard operating procedures of the Anderson County Fire District.

**APPLICATION INSTRUCTIONS AND QUALIFICATION PROCESS FOR VOLUNTEER
FIREFIGHTERS**

ANDERSON COUNTY FIRE PROTECTION DISTRICT

Your interest in becoming a volunteer firefighter is appreciated. The application and qualification process includes several steps designed to fully examine your abilities and interest in firefighting. The information which follows is provided so that you may know exactly what is expected on the application and in the qualification process.

1. APPLICATION INSTRUCTIONS:

- A. Applicants must submit copies of the following along with a complete application form:
- (a) Copy of high school diploma or GED certificate.
 - (b) A copy of the applicant's birth certificate or confirmable verification from a governmental agency or secondary school.
 - (c) A copy of military discharge form DD214 (**DD214 must indicate "Type of Separation" and "Character of Service"**)
 - (d) A copy (**both sides**) of a valid Kentucky driver's license and a current copy of the applicant's driving record.

(DO NOT SUBMIT ORIGINAL DOCUMENTS)

B. Applications must be submitted to the Anderson County Fire District at P. O. Box 520 Lawrenceburg, KY 40342 or may be given to any department officer.

C. Other Names and Place of Birth (items 3 and 8). This information is requested for completion of the records check and neighborhood investigation.

D. Conviction Record: (Item 19) A non-felony conviction and/or an arrest will not automatically remove you from consideration for a volunteer firefighter position with the Anderson Co. Fire District. The nature of the conviction and/or arrest and how long ago it occurred will be taken into account. Give all the facts so that a decision can be made. **Failure to disclose any information concerning convictions will be grounds for removal of applicant from consideration.**

NOTE: You will not be considered for a position with the Anderson County Fire District if there is a history of a felony conviction, a conviction involving a minor child or a conviction involving illicit drug activity.

E. Background: All applicants will be subject to a reference check involving verification of your past work experiences and solicitation of an evaluation of previous work experience and performance. Responses relating to records of arrest or traffic citations will also be verified. Applicants may be subject to a neighborhood investigation and credit check.

F. The applicant is responsible for notifying the Anderson County Fire District of any change of information pertinent to the application form, such as address or telephone number etc.

Before you submit your application, double check it to make sure it is complete.

2. BACKGROUND INVESTIGATION:

The background investigation may include verification of information on your application, obtaining and reviewing reference from previous employers, interviews with some of your neighbors, a credit check, and investigation of your driving, military and police records.

3. OFFER OF POSITION:

After the completion of a background investigation, the Anderson County Fire District may make an offer of volunteer firefighter based upon completion of the one (1) year recruit/probationary period. The foregoing information is not exhaustive, but should give you a good idea of what is involved in becoming a volunteer firefighter with the Anderson County Fire District. The information is not intended to discourage you, rather inform you. It requires a very serious commitment to be a firefighter in Anderson County.

4. ADDRESS/CONTACT INFORMATION:

If your name address or phone number changes, or if for any reason you no longer wish to be considered, we ask that you notify us in writing at the above address immediately. We are on an extremely tight schedule and do not want you to miss hearing from us on any matter due to incorrectly addressed mail, wrong phone number, etc.

**Anderson County Fire Protection District
P.O. Box 520 Lawrenceburg, Kentucky 40342
(502) 839-5039**

RECEIPT FORM FOR VOLUNTEER FIREFIGHTER APPLICANT

TO: VOLUNTEER FIREFIGHTER APPLICANTS

You have received the following materials:

1. VOLUNTEER FIREFIGHTER POSITION DESCRIPTION with
 - (a) Essential Functions of a Volunteer Firefighter
 - (b) Minimum Qualification Requirements
 - (c) Minimum Qualification Standards
2. APPLICATION INSTRUCTIONS AND QUALIFICATION PROCESS FOR VOLUNTEER FIREFIGHTERS
3. AUTHORIZATION FOR RELEASE OF RECORDS

Please carefully read all of the informational material provided before completing the application.

Your signature at the bottom of this form indicates that you have received and read each of the materials named above concerning the application and membership process for volunteer firefighters in Anderson County Fire District.

SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

ANDERSON COUNTY FIRE PROTECTION DISTRICT
P.O. Box 520 Lawrenceburg, Kentucky 40342
(502) 839-5039

APPLICATION FOR VOLUNTEER FIREFIGHTER POSITION

PRINT IN INK.

Answer each item completely and accurately. Incomplete answers may disqualify you or may cause delays. FALSE answers may lead to rejection of application and/or dismissal. Please write the letters "NA" (Not Applicable) in those sections which do not apply to you. Attach additional pages if needed.

****THE VOLUNTEER FIREFIGHTER POSITION DESCRIPTION attached to this application describes: (A) ESSENTIAL FUNCTIONS; (B) MINIMUM PHYSICAL FITNESS REQUIREMENTS; and (C) MINIMUM QUALIFICATIONS for a Volunteer Firefighters in this fire protection district.

1. Date of Application _____ Date of Birth (mm/dd/yy) _____

2. Name: (Last) _____ (First) _____ (Middle) _____ (Sr./Jr.) _____

3. List all other names, including maiden name and nicknames, by which you are known or have been known. _____

4. Present Address (number, street, city, state and zip code) _____

5. Home Phone# _____ Other Phone # _____ E-mail address _____

6. List all former addresses you have had during the past five years. _____

7. Are you at least 18 years of age? _____ 8. Place of Birth (City/State) _____ 9. Social Security # _____

10. Are you a U.S. Citizen? Yes _____ No _____
If not, do you have the right to work in the U.S.? Yes _____ No _____
11. Do you have a driver's license? Yes _____ No _____
If yes, in what state was license issued? _____
License # _____ Exp. Date: _____

12. Relationship Status: Married _____, Single _____, Other _____
Significant Other Name: _____ Contact # _____

13. Education and Training: Give complete information.

Circle Highest Grade Completed	Grade School				Middle School			High School			College			Graduate School						
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Schools	Names & Address										Attended From/To			Hours Earned			Grad Date		Major/Minor Degree	
Grade School																				
Middle School																				
High School OR GED																				
College/ University																				
Vocational/ Business School																				
Graduate Work Seminars																				

14. List any license and certificates you possess.

Name of Trade or Profession	License #	Name & Address of Licensing Agent

15. List any fire fighting equipment, machinery, office equipment, including computers, you are able to operate: _____

16. Have you ever served in the military? Yes _____ No _____
If Yes, complete the following:

Dates	Branch	Rank at time of discharge
From: To:		

Were you discharged in connection with a military court martial?
Yes _____ No _____

17. **Employment Experience:** Begin with your most recent job and describe in detail each specific job you have had in the last fifteen (15) years. Periods of unemployment should also be noted. Leave no gaps in time sequence. Be sure to list all applicable experience, which qualified you for the position sought. Attach additional forms if needed to complete employment history. You may exclude organizations, which indicate color, religion, gender, national origin, handicap, or other protected status.

Employer _____	Describe your duties _____
Address _____	_____
Business Type _____	_____
Position Held _____	_____
From (M/D/Y) _____ To _____	_____
Supervisor's Name & Position _____	_____
Reason for Leaving _____	_____

Employer _____	Describe your duties _____
Address _____	_____
Business Type _____	_____
Position Held _____	_____
From (M/D/Y) _____ To _____	_____
Supervisor's Name & Position _____	_____
Reason for Leaving _____	_____

Employer _____	Describe your duties _____
Address _____	_____
Business Type _____	_____
Position Held _____	_____
From (M/D/Y) _____ To _____	_____
Supervisor's Name & Position _____	_____
Reason for Leaving _____	_____

17. Have you been a member of another Fire Department? Yes _____ No _____

Department Name _____ Contact # _____

Address _____ State _____

Contact Person _____

18. **List all traffic and criminal citations and arrests:**

Charge	Location (City/State)	Date	Disposition of Charge

Have you ever been convicted of a felony? Yes _____ No _____

19. List the name, address and telephone number of three (3) persons who are not related to you and are not previous employers, who have known you for at least three (3) years.

20. How did you learn about this job?

_____ Personal Contact

_____ Newspaper Ad

_____ Posting

_____ Radio/TV

_____ Outreach Center

_____ Other

_____ ACFPD Firefighter

Name of referring firefighter _____

21. I certify that the information given in this application is correct and complete to the best of my knowledge. I am aware that should any investigation at any time show falsification, I may be excluded from consideration of membership, or if accepted I may be terminated and/or disqualified from further consideration for employment.

Signature

Date

ANDERSON COUNTY FIRE PROTECTION DISTRICT
ANDERSON COUNTY, KENTUCKY
502-839-5039

AUTHORIZATION FOR RELEASE OF RECORDS

I, _____, hereby authorize the Anderson County Fire Protection District to request any law enforcement agency, former employer, or credit bureau to release all information (including but not limited to traffic, arrest/conviction, and credit records) to the Anderson County Fire District or its representative that may be sought in connection with my application for the position of volunteer firefighter with the Anderson County Fire District.

Social Security # _____

Date of Birth _____

Additional descriptive information may be provided to identify me if necessary or requested. A photocopy of this release shall be considered as effective and binding as the original executed copy.

Applicant's Signature

Date



REQUEST FOR CONVICTION RECORDS
FIRE DEPARTMENT, AMBULANCE SERVICE, RESCUE SQUAD

Pursuant to KRS 17.167, Request is made for any record of conviction found in the files of the Kentucky centralized criminal history record information system regarding the person identified herein. This information shall be released to:

Organization Name and Address

ACKNOWLEDGEMENT BY APPLICANT

I have applied for employment or a volunteer position with one of the following organizations: a paid or volunteer fire department (certified by the Commission on Fire Protection Personnel Standards and Education), an ambulance service (licensed by the Commonwealth of Kentucky), or a rescue squad (officially affiliated with a local disaster and emergency services organization or with the Division of Emergency Management). I am requesting that the Kentucky State Police provide the employer with any record of conviction found in the files of the Kentucky centralized criminal history record information system. I know that I have the right to inspect my criminal history record and to request correction of any inaccurate information. If I do not exercise that right, I agree to hold harmless the Kentucky State police and any Kentucky State Police employee(s) from any claim for damages arising from the dissemination of inaccurate information.

I have applied for a position with the above stated organization.

APPLICANT INFORMATION (PLEASE PRINT)

NAME: _____
 First Middle Last Maiden

ADDRESS: _____
 Street City State Zip

SEX: _____ RACE: _____ DATE OF BIRTH: _____ SOC SEC NO: _____

Signature Date

Witness Date

INSTRUCTIONS:

The Requesting agency must confirm that all application information is completed accurately and legibly.

Requests should be accompanied by two, self-addressed stamped envelopes – one bearing the name and address of the requesting agency and the other bearing the name and address of the applicant.

RETURN THIS FORM TO:

Kentucky State Police
Criminal Identifications and Records Branch
Criminal History Dissemination Section
1266 Louisville Road
Frankfort, KY 40601

Visit us online @ <http://kentuckystatepolice.org>