

TOWN OF FARMINGTON

FIRE RESCUE APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard to race, color, creed, national origin, religion, age, gender, disability, marital or veteran status, or any other legally protected status.

THE TOWN OF FARMINGTON IS AN EQUAL OPPORTUNITY EMPLOYER

PLEASE PRINT CLEARLY

Date:	Position(s) Applied For:	Social Security #
Name: Last First Middle		Home Telephone:
Mailing Address:		Work Telephone: E-Mail Address:

<p>Are you currently employed? YES NO</p> <p>Are you currently on "lay-off" status and subject to recall? YES NO</p> <p>May we contact you at your current Place of Employment? YES NO</p> <p>Best time to contact you: Home: _____ A.M./P.M. Work: _____ A.M./P.M.</p> <p>May we contact your present employer? YES NO</p> <p>Have you ever filed an application with the Town before? If Yes, give date: _____ YES NO</p> <p>Have you ever been employed by the Town before? YES NO If Yes, give dates of employment and position held. _____ _____</p> <p>Do any members of your immediate family work for the Town? If Yes, give names and relationship: YES NO _____ _____</p>	<p>Can you provide evidence that you are at least 18 years of age. YES NO</p> <p>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.)</p> <p>Have you been convicted of any crime other than a minor traffic violation? If Yes, please give date and describe offense: YES NO _____ _____</p> <p>Date available for work: _____</p> <p>Driver's License # _____ Has your driver's license ever been suspended or revoked? YES NO</p> <p>Have you ever served on a Fire Dept. _____ Police Dept. _____ Or Ambulance _____ If you have please give details of dates of service, location, duties and reason for leaving on a separate sheet of paper.</p>
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EDUCATION

School	Name & Address	Last Year Completed	Degree	Major
High School				
Trade, Business Or College				
Other (include training, Workshops, etc.)				

SKILLS/TRAINING

What office machines can you operate? _____

Do you have any computer experience? **YES NO** If yes, please explain: _____

Other Skills? _____

What heavy machinery can you operate? _____

EMPLOYMENT HISTORY (Starting with current or most recent position)

Employer Name: Supervisor:	Address: Telephone:	Reason For Leaving:	Dates Employed: From: ___/___/___ To: ___/___/___ Position Held:
Employer Name: Supervisor:	Address: Telephone:	Reason For Leaving:	Dates Employed: From: ___/___/___ To: ___/___/___ Position Held:
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REFERENCES (Please list 3)

Name:	Address:	Telephone:	Years Acquainted:
Name:	Address:	Telephone:	Years Acquainted:
Name:	Address:	Telephone:	Years Acquainted:

VERIFICATION & RELEASE

I certify that the answers I have provided in this application are true and complete to the best of my knowledge. I authorize investigation of all statements made herein, including contacting any reference, prior employer, school or military service and I authorize the release of any information in the possession or knowledge of such entities. I understand that any false or misleading information given in this application or in interviews may result in my termination.

Signature of Applicant: _____	Date of Application: _____
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INVESTIGATION AUTHORIZATION

I, _____, understand that in order to assess my qualifications for a position with the Town of Farmington, a full background investigation is necessary. I, therefore, authorize the Town of Farmington, or its agents to arrange for or to conduct such an investigation which will involve: verification of information provided by me to the Town, financial management check, contacting persons for character references, contacting employers for performance information, verifying educational attainment, a criminal records check, Military Service records and driver's license check.

Successful candidates will be provided a conditional offer of employment which will be upgraded to final offer of employment if the applicant submits(within 60 days) written evidence from qualified physician that the applicant is in good physical health and can fulfill the job requirements provided reasonable accommodation are made by the town and the applicant successfully preforms the physical fitness requirements. The physical will be at the town's expense. The town reserves the right to obtain a second opinion at its own expense, prior to issuing a final offer of employment.

I hereby authorize all my present and previous employers, or references to furnish information concerning my personal character, habits or employment performance. I also authorize schools that I have attended to provide verification of educational attainment.

Applicant's Signature

Date

Date of Birth

Social Security Number

The Mission of the Farmington Fire Rescue Department is to provide fire and rescue protection, to promote fire safety and education to those within our community.

Services Provided

The Farmington Fire Rescue Department is comprised of 25 active members that provide fire related emergency services for the Town of Farmington on a 7days a week, 24 hours a day and 365 days a year basis.

There is a Fulltime Fire Chief and all other members are paid-call personnel. Monday through Friday there are two Per-Diem firefighters at the station from 8am to 4:30pm.

Our apparatus currently are 2 Pumpers, 1 Tower Ladder, 1 Squad truck, 1 Rescue/Air truck, Communications vehicle and Chief's pickup.

From time to time citizens ask what the fire department does in its job related activities; here is a list of tasks that the department is called upon to provide, depending on the emergency,

We answer fire alarms, carbon monoxide alarms, chimney fires, forest and grass fires, smoke investigation, structure and motor vehicle fires, trees on power lines, motor vehicle crashers, and extrication, ATV crashes, plane,

boat accidents, cold and swift water rescue, high and low angle rescues with ropes, snowmobile and wilderness rescues. We assist other agencies with bomb scares, haz-mat, and trench rescue incidents, lost people. Each of the above mentioned details involve the need for continuous training for personnel and updating of equipment. Our departments on- going training program is supported by local and state instructors.

We have several members that have had training in EMS, are Haz-Mat Technicians, and most are Fire Fighter I & II state certified. We are actively involved with fire inspections and fire prevention actives. We have education programs for the local schools, congregate housing and local businesses, tours, lectures and special classes have been held or can be arranged if needed.

Thank you for your interest and continued support of the fire department and its safety programs.

FARMINGTON FIRE RESCUE

INTRODUCTION TO DEPARTMENT SOP'S



Farmington Fire Rescue-Standard Operations Manual

Page 1 of 2

Effective Date: **06/01/2002 (Revised 03/05/2013)**

To: **All Department Personnel**

Cc: **Town Manager**

From: **Terry Bell, Fire Chief**

Category: **Administration (Membership)**

Subject: **Hiring & Probation**

PURPOSE: It is the goal of Farmington Fire Rescue to recruit, select and retain the highest qualified candidates to fill the roster of the department.

PROCEDURE: The department will recruit applicants for vacancies by several methods; referrals from current members, advertisements in area newspapers, web site postings, and by other means as available.

1. Applicants will be provided with information to review that describes the nature of the position of firefighter and department expectations for participation.
2. Interested applicants will fill out the approved forms and submit them to the Chief, either in person or by mail. All applicants will receive an acknowledgement of receipt of their application.
3. The Fire Chief will perform an initial review of the application, conduct background checks, determine if minimum criteria have been met and identify those who will merit further consideration. All applicants will be notified by the chief or his designee of their status for further consideration.
4. Selected candidates will be interviewed by a committee appointed by the Chief, who will make recommendations to the Chief as to who merits further consideration. All applicants will be notified by the chief or his designee of their status for further consideration. The fire chief reserves the right to ask for a second interview if they feel it is needed.

5. Final candidates will be expected to successfully pass a medical evaluation and physical examination. All applicants will be notified by the chief or his designee of their status for further consideration.
6. The Chief will present the finalist(s) to the Town Manager & Board of Selectmen for their acceptance.
7. Following acceptance, the new hire will be notified by the Chief of the time & place to be sworn in as a Probationary Firefighter, the term of probation to be minimum 12 months.
8. Those persons seeking consideration for re-instatement will complete the same application process in order to determine their ability to meet minimum qualifications. Consideration will be given to past knowledge, skills and certifications and may influence the length of probation.
9. Probationary firefighters will serve a probation period of 12 months, with an option of the department to extend the period under certain conditions. At or before the conclusion of the 12 months the Fire Chief will make the determination to 1) terminate employment, 2) extend probationary period, or 3) promote to permanent Firefighter status.
10. Junior Firefighters who reaches the age of 18 and applies to become a regular member will be subject to the same process and probation period as new applicants of the department.
11. Probationary firefighters will be evaluated by person(s) appointed by the Chief, the results of which will be considered in determining permanent status.
12. Probationary firefighters are required to attain state Firefighter 1 or Structural Firefighter certification within the first 12 month period if the course is offered or when next available. Additionally, the probationary firefighter must successfully complete a department orientation checklist of SOPs, equipment, vehicles and facilities.
13. While on Probation Firefighters can be let go for any reason at any time.

Attachments: Application for Employment
Information Packet
Medical Form
Acknowledgement Letter

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Effective Date: **06/01/2002 (Revised 03/04/2013)**

To: **All Department Personnel**

Cc: **Town Manager**

From: **Terry Bell, Fire Chief**

Category: **Administration (Membership)**

Subject: **Attendance**

PURPOSE: Farmington Fire Rescue will clearly define and document the requirements and necessity of participation in various department operations and activities. Attendance at training and meetings provides improved skills, increases fire ground safety and effectiveness, improves interdepartmental communications, aids in morale and provides an opportunity to convey changes to policies.

PROCEDURE(S): Attendance at meetings will be documented on forms/rosters by the secretary and at training events by the lead instructors.

1. Department meetings will generally be held on the first Tuesday of each month at 1800 hours at the central station.
2. 100% attendance is required at all scheduled meetings, training, and work sessions. If member is unable to attend they must obtain an excused absence from the fire chief or his designee. Unexcused absences will be subject to disciplinary action see disciplinary action SOP.
3. Attendance and participation at meetings, training events, and assigned work sessions is required of all members as a condition of employment, with the exception of selected events, which may be applicable to, designated members, or declared optional by the chief or his designee.
4. **It is the obligation of the firefighter to notify the chief or his designee of any absences from meetings or training sessions.** Notification will be made to the fire chief or their designee in person or by phone. It will be at the chief 's discretion to approve as excused or disapprove the absence.

5. All members must attend a minimum of 10% of all fire calls through out the calendar year. Consideration will be given to employment limitations, personal illness, "fit for duty" medical status, disciplinary sanctions and decisions as to the firefighter's ability to perform safely.
6. Attendances at other sanctioned departmental events, although not mandatory, are considered essential and encouraged in order to promote the team concept of the department and aid in community relations.
7. Failure to follow the attendance SOP shall subject the firefighter to disciplinary actions and will be considered during evaluations.
8. Firefighters shall remain at the scene or at the station until excused by the chief officer.
9. Attendance will be taken after all calls and training activities have been completed. Those who depart prior to the conclusion of the event, without being excused will not receive full credit.
10. Late arrivals or early departures times will be noted on the appropriate attendance forms/ rosters, and shall receive partial credit.

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Effective Date: **06/01/2002 (Revised 01/03/2009)**

To: **All Department Personnel**

Cc: **Town Manager**

From: **Terry Bell, Fire Chief**

Category: **Administration (Membership)**

Subject: **Evaluations**

PURPOSE: Farmington Fire Rescue will conduct periodic evaluations of its employees in order to review and document overall performance, adherence to departmental SOPs and attainment of personal and professional goals.

PROCEDURE(S): The department will develop and utilize an evaluation process, which reflect those qualities that are expected of all personnel and in accordance to their job descriptions, assigned duties and departmental SOPs.

1. Chief and or their designee will conduct evaluation of department personnel as deemed necessary. Probationary firefighters will be evaluated at least quarterly.
2. Personnel who are promoted in rank or assignment (Examples, Firefighter to Lt., driver/operator, manager of specialized equipment) may be evaluated at the end of 6 month probation period or more frequently as needed by a committee appointed by the chief.(see promotions S.O.P.)
3. The evaluation process will consider such issues as attendance, maintenance of certifications & training levels, attitude & motivation, work at a team player, adherence to SOPs, make suggestions, feedback, and meeting of personal goals.
4. Completed written evaluations will be submitted to the Chief for his consideration and maintained in the personnel files. This will include probationary firefighters, and full time employees
5. After an evaluation the member will have the option to meet with the chief to review results of the evaluation.

Attachments: Department Evaluation Form(s)

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Effective Date: **06/01/2002 (Revised 03/04/2013)**

To: **All Department Personnel**

Cc: **Town Manager**

From: **Terry Bell, Fire Chief**

Category: **Safety & Training**

Subject: **Training**

PURPOSE: Farmington fire rescue shall provide the training necessary to develop the skills and abilities required of the firefighter. Training is essential to allow the department to operate in a safe and professional manner to save lives and protect property.

PROCEDURE(S): Attendance at training is a requirement of the job as per attendance sop) and shall continue throughout employment.

1. Probationary Firefighters must obtain Firefighter 1 or Structural firefighter certification within 1 year or when next class is available.
2. Driver Operators shall complete the apparatus driver operator course for each unit before being cleared to drive department apparatus.
3. In no case shall a firefighter enter a hazardous environment or operate equipment without having the necessary training as required by the department and received fire chief approval.
4. A progress chart of personnel's training status will be kept.
5. Annual training shall consist of those courses designated by the chief or training committee, to include mandatory topics and other essential topics as required by state and federal regulations. This training will be held the first Saturday of January each year unless new years day is the first Saturday in which it will then be conducted the following Saturday.

6. Attendance at outside training is encouraged with prior approval of the fire chief. Upon completion the firefighter must provide documentation to be entered into his/ her training file.
7. Posting of training will be done by, schedule for year, posting on bulletin board and on announcements at weekly radio tests.
8. The training committee shall meet as necessary and shall be responsible to develop an annual training schedule.

Attachments

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Effective Date: **06/01/2002**

To: **All Department Personnel**

Cc: **Town Manager**

From: **Terry Bell, Fire Chief**

Category: **Administration (General)**

Subject: **Purpose of Farmington Fire Rescue**

PURPOSE: It is the purpose of Farmington Fire Rescue to provide fire and rescue protection, to promote fire safety and education to those within our community.

PROCEDURES: Farmington Fire Rescue will respond to alarms, extinguish fires, protect life and property, and render aid to those in need.

1. The department will provide its personnel with such training and equipment necessary to accomplish its mission.
2. The department will provide fire safety and education through inspections, pre-planning, public relations, media releases, and visits to schools, residential care facilities, major employers and other facilities
3. The department will work in coordination with state and county emergency management agencies in response to natural and man-made threats to public safety, and will render assistance in the protection of life and property.
4. The department will respond to calls for mutual aid assistance from area fire departments as are within our mutual aid region and to the extent we are so trained and equipped.
5. The department will respond to calls for assistance from area fire departments throughout the region with the authorization of the Chief or their designee, to the extent we are trained and equipped.