



**CITY OF MELROSE**  
**FIRE DEPARTMENT MEMBER**  
**APPLICATION PACKET**

05/06/04

# VOLUNTEER FIRE DEPARTMENT EMPLOYMENT APPLICATION

The position you are applying for is a Fire Fighter

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Are you legally authorized to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you 18 years of age or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any physical or health limitations that could interfere with your performance on the job for which you have applied? Yes \_\_\_\_\_ No \_\_\_\_\_

*(NOTE: employment is contingent on applicant meeting minimum physical/mental demands of the position)*

If yes, explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you have any commitments or responsibilities that might prevent you from meeting requirements? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you have any relatives on the Fire Department? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, who? \_\_\_\_\_

Have you previously applied for this position? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, when: \_\_\_\_\_

**EDUCATION AND TRAINING**

High School \_\_\_\_\_ Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_  
# yrs attended

College: \_\_\_\_\_ Trade School: \_\_\_\_\_  
# yrs attended # yrs attended

List any skills which you feel relate to this position:

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Type of firefighter training: \_\_\_\_\_

First Aid training? \_\_\_\_\_ Yes \_\_\_\_\_ No Date last certified: \_\_\_\_\_

Type of first aid training: \_\_\_\_\_

CPR Certified: \_\_\_\_\_ Yes \_\_\_\_\_ No Date Certification Expires: \_\_\_\_\_

Have you ever been convicted as an adult of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_  
*(NOTE: The existence of a criminal record will not automatically disqualify you from employment with the City, though certain types of criminal convictions may prohibit you from working in certain positions.)*

If yes, date and place \_\_\_\_\_

Nature of offense \_\_\_\_\_

Disposition \_\_\_\_\_

Agree to a criminal record check: Yes \_\_\_\_\_ No \_\_\_\_\_  
*(NOTE: Past convictions are not an absolute bar to employment)*

Driver's license class: A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_

Endorsements: \_\_\_\_\_

Truck driving experience? \_\_\_\_\_ Yes \_\_\_\_\_ No Type of Vehicle: \_\_\_\_\_

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Distance from home to Fire Station: \_\_\_\_\_

Distance from work to Fire Station: \_\_\_\_\_

Can you be available for meetings and training sessions?

First Monday - 6:30 - 9:30    \_\_\_\_\_ Yes \_\_\_\_\_ No

Third Monday - 6:30 - 10:00    \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you attend a 80 (+/-) hour Firefighter I training program?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

Can you attend a 40 (+/-) hour First Responder course?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

Any mechanical, electrical or other specialized work experience?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employment History:

Present Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Years Employed: \_\_\_\_\_

Specific Duties: \_\_\_\_\_

Does your business take you out of town:    Yes \_\_\_\_\_    No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

May we contact your employer?    Yes \_\_\_\_\_    No \_\_\_\_\_

### MILITARY SERVICE

Branch of Service: \_\_\_\_\_

Reserves Status: \_\_\_\_\_

Attendance requirements if in Reserves or Guards: \_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

List two references that are not related to you:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

# VOLUNTEER FIRE DEPARTMENT ACKNOWLEDGEMENT OF REQUIREMENTS

I acknowledge and understand that application to become a firefighter with the Melrose Volunteer Fire Department requires the following commitment:

- Pass physical examination
- Pass physical work performance test

Selected applicants will be subject to a one-year probationary period with review after each six (6) months.

The following must be completed or accomplished during the next 24-months:

- Attend monthly meetings (first Monday of each month)
- Attend monthly drills (third Monday of each month)
- Complete 80+ hours of Firefighter I Vocational Training (tuition pd by Fire Dept)
- Must be clean shaven (no beards)
- Respond to fires and report to Officer in charge
- Attend functions of the Fire Department

There will be additional training required after the probationary period. Firefighters will be required to:

- Complete First Responder training (40 (+/-) hours)
- Attend Regional and Sectional Schools
- Attend training as prescribed in the Fire Department Bylaws and Standard Operating Procedures

Being a Firefighter is an emotionally challenging job and provides you with self-respect and self-satisfaction. Firefighting requires training and demands team effort and respect from each individual Firefighter in the Department.

I have read these requirements and agree to them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, the Employer of \_\_\_\_\_

\_\_\_\_\_ agree to release said individual during work hours to respond to emergency calls with the Melrose Fire Department.

List any restrictions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

## VETERAN'S PREFERENCE POINTS APPLICATION INSTRUCTIONS

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their exam results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veterans preference points you must:

1. be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; AND
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's points without it.

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**YOU MUST SUPPLY A COPY OF YOUR DD214. DISABLED VETERANS MUST ALSO SUPPLY FORM FL-802 OR AN EQUIVALENT LETTER FROM A SERVICE RETIREMENT BOARD. SPOUSES APPLYING FOR PREFERENCE POINTS MUST SUPPLY THEIR MARRIAGE CERTIFICATE, THE VETERAN'S DD214 AND FL-802 OR DEATH CERTIFICATE.**

If you supply the supporting documentation by separate mail, your name and the position applied for must be included.

ARE YOU APPLYING FOR VETERAN'S BONUS POINTS  YES  NO

If you answered yes, your DD214 or other documentation must be received no later than 7 calendar days after the application deadline for the position.

### VETERAN'S PREFERENCE POINTS APPLICATION

Veteran <input type="checkbox"/> Self <input type="checkbox"/> Spouse		If spouse, veteran's name	
Branch of Service:		Period of Active Duty <i>From:</i> _____ <i>To:</i> _____	
Rank at Discharge:	Type of Discharge:	Date of Final Discharge:	Service No.:
Are you receiving or eligible for a military pension? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a compensable service-related disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Preference Requested:			
<input type="checkbox"/> Veteran		<input type="checkbox"/> Disabled Veteran	
<input type="checkbox"/> Spouse of Disabled Veteran		<input type="checkbox"/> Spouse of Deceased Veteran	

Your Preference Points application cannot be considered without supporting documentation (see instructions above). If the documentation is not attached, it must be received in our office no later than 7 calendar days after the application deadline for the position in order to guarantee points are awarded in a timely manner.

Supporting documentation:  is attached  will be submitted within 7 days of application deadline

CHART #1

FOR OFFICE USE ONLY

5 points

10 points

# TENNESSEN WARNING

Minnesota law requires that you be informed of the purposes and intended uses of the information you provide to the City of Melrose during the application process or during employment.

Any information about yourself that you provide to the City during the application process will be used to identify you as an applicant and to assess your qualifications for employment with the City. If you wish to be considered for employment, you are required to provide the information requested in the Application for Employment. If you refuse to supply information requested by the City, it may mean that your application will not be considered.

You are hereby advised that, under Minnesota law, the following information about you must be made available to any member of the public who requests it:

- ❖ Veteran status
- ❖ Relevant test score
- ❖ Rank on eligibility list
- ❖ Job history
- ❖ Education and training
- ❖ Work availability

Your name will not be made available to the public unless you are selected to be interviewed by the City.

All other information about yourself that you provide during the application process or during employment with the City is classified as private under state law. That is, information may not be provided to members of the public except:

- ❖ Persons authorized to have access to the information under state law;
- ❖ Persons authorized by court order to have access to the information; and,
- ❖ Persons to whom you consent in writing to have access to the information.

All individuals in the City who need to know information will have access.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

# VOLUNTEER FIRE DEPARTMENT BENEFITS

Community Respect

Self Respect

Opportunity to serve the local community and area residents

Association and friendship with fellow firefighters

Leadership Opportunities

Payment from the City for fighting fires

Training and schooling paid by the City

Workers compensation insurance while on duty as a firefighter

Life and disability insurance coverage while on duty as a firefighter

Membership to the Fire Department Relief Association

Retirement benefits from the Fire Department Relief Association after 10 years of service