

# St. Stephen Fire & Rescue

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## **Standard Operating Guidelines New Firefighter Applicants**

- A. Make application and complete personal history data form (See Application form)
- B. Complete Acknowledgment Requirements Form
- C. Complete Data Practices Rights Advisory Form

A committee, designated by St. Stephen Fire & Rescue determine when a vacancy on the department should be filled. When a decision to add a new firefighter to the department has been made, the committee follows the procedures listed below:

1. Review the application and preliminarily rate application on a point system.
2. Schedule a group interview with the applicant
3. Schedules the applicant for an ability/agility test

The committee then makes its recommendation to the city council based on the applicants ability to best serve St. Stephen Fire & Rescue's present needs.

The selected applicant must commit to becoming a firefighter within ten days of notification. After commitment by the applicant and a physical which may include but is not limited to an EKG and pulmonary function examination will be scheduled. After successful completion of the examination, the applicant's twelve month probation period will be initiated.

# St. Stephen Fire & Rescue

City of St. Stephen  
St. Stephen, MN 56375

The position you are applying for is a Volunteer Firefighter

General Information		
Name:		
<i>Last</i>	<i>First</i>	<i>Middle</i>
Address:	Apt. No:	
City:	ZIP Code:	
Home Phone:	Work Phone:	
Social Security Number:		
Driver's License Number and Class:		

Do you believe that you can perform all of the related functions of a firefighter? Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If no, explain:</i>

References	
Name:	Name:
Address:	Address:
Phone:	Phone:

Employment History		
Present Employer:		
Address:		
Job Title:		
Specific Duties		
Date Employed:	Total Months Employed:	Work Hours:
Does your work take you out of town? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>If yes, explain:</i>		
Your Supervisor's Name:		Phone:
May we contact your employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Military Service	
Branch of Service:	
Honorable Discharge? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reserve Status:	
Attendance requirements if in reserve or guard:	

Education and Training			
High School Graduate	Yes <input type="checkbox"/>	No <input type="checkbox"/>	GED Yes <input type="checkbox"/> No <input type="checkbox"/>
College <small>(where)</small>			
Major:			
Degree	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Number of years attended:
Trade School <small>(where)</small>			
Area of study:			
Certification / Degree	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Number of years attended:

List any skills you feel may be useful to being a volunteer firefighter:

First Aid Training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date last certified:
Type of Training			

Any Criminal Record?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, explain:

Truck Driving Experience:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Type of Vehicle
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What hours are you available to respond to emergency calls?

Distance from home to Fire Station	Distance from Work to Fire Station
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Can you be available:	
For meetings on the first Monday of every month from 7:30 pm – 10:00 pm?	Yes <input type="checkbox"/> No <input type="checkbox"/>
For trainings on the 3rd Monday of every month from 7:30 pm – 10:30 pm?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Does height affect you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you claustrophobic?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Any mechanical, electrical, computer or other specialized work experience?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, explain:		

Signature of Applicant:
Date of Application:
<b>Do not complete the item below unless instructed</b>
Recruited by:

# ACKNOWLEDGEMENT OF REQUIREMENTS

I acknowledge and understand that applying to become a member of St. Stephen Fire & Rescue requires the following commitments:

Successfully complete a physical examination which will include an EKG and pulmonary function testing.

Applicants selected will be subject to a twelve month probationary period with a review after six months. The following must be completed or accomplished during the twelve month probation period:

- Attend monthly meeting (First Monday of every month)
- Attend monthly training (8 per year mandatory, third Monday every month)
- Must be clean shaven (No beards or facial hair that would interfere with the self-contained breathing apparatus (SCBA) face seal)
- Respond to all emergencies and report the officer in charge.
- Attend all functions of St. Stephen Fire & Rescue

There will be additional training requirements during or shortly after the probationary period. Firefighters will be required to:

- Receive immunization against hepatitis B
- Complete emergency medical responder or higher training (40+ hours) and maintain certification
- Attend hazardous material training
- Complete CPR and Defibrillation training and maintain certification.
- Complete Firefighter I & II training or equivalent.
- Obtain Firefighter II certification (Minnesota Fire Service Certification Board).
- NIMS certification as required by the Department of Homeland Security.
- Attend and certify in any other training that St. Stephen Fire & Rescue deems appropriate to better serve our community.

It is highly recommended that members attend additional trainings at Regional and State fire schools.

*Firefighting is one of the most dangerous professions in the nation. Firefighting requires training and demands team effort and respect from each individual firefighter in the department. Confidentiality relating to emergency situations is required.*

**I have read these requirements and agree to them.**

Applicant Signature

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Date

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# DATA PRACTICES RIGHTS ADVISORY

As an applicant for St. Stephen Fire & Rescue for the City of St. Stephen, Minnesota, you are being asked to provide information about yourself which will be used in evaluating your suitability for employment with the department. The purpose of this request for information is to obtain information about you to permit the department to thoroughly analyze your qualification and suitability for employment with us. You are being requested to sign this document and complete the application in order to permit this department to fully consider your suitability for employment with us. You are not legally **required** to supply any of the data requested or to sign this release an authorization form.

The data which you are being asked to provide is defined to be personal data under the Minnesota Data Practices Act. Under the Data Practices Act, some personal data is classified as public data and the remaining information is classified as private data. Under the Government Data Practices Act, the following information which is personal data is defined to be public: Your name, actual gross salary, salary range, contract fees, actual gross pension, value and nature of employer paid fringe benefits, the basis for and amount of any compensation (including expense reimbursement, in addition to salary), job title, job description, education and training background, previous work experience, data of first and last employment, status of any complaints or charges results in any disciplinary action against the employee (whether the complaint or charges results in any disciplinary action, and the final disposition of any disciplinary action and supporting documentation), work location, work telephone number, badge number, honors and awards received, payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes (except to the extent that release of timesheet data would reveal the employee's reason for use of sick or other medical leave or other non-public data), and city and county of residence. The remaining data which you provide would generally be considered to be private data which you would be entitled to have access to. A third party is entitled to access such data only with your consent, pursuant to court orders or statutory provision.

The authorization for information which you sign and the data you provide may be conveyed to third parties. To the extent they reveal private information, they will be disclosed only to the extent that is necessary to do so to complete this employment investigation.

<b>I have read and understand the above.</b>	
Signature of Applicant:	
Name (Print):	
Address:	
Date:	