



WORKFORCE TRAINING/FIREFIGHTER APPLICATION

PLEASE PRINT OR TYPE

Emp I.D.	_____
App #	_____

Kentucky Community & Technical College System

Name _____
Last First Middle

Social Security Number _____ Date of Birth _____ (Must be 18 years of age) Circle one: Male/Female
Month Day Year

Citizenship Status USA Naturalized Alien (Temporary) Alien (Permanent)

If not a US citizen, what is your Visa Type? _____

E-Mail Address [to receive grades and other college information] _____

Home Phone No. _____ Work Phone No. _____

Address _____

City County State Zip Code

High School Attended _____
City State (If you earned a GED enter GED for High School.)

High School Graduation or GED Completion Date _____

Residency Status Kentucky How long have you been living in Kentucky? _____
 Non-Kentucky

Employer _____

Date _____ Signature _____

Add New Firefighter Change Data on Firefighter Firefighter Deceased (Attach copy of death certificate)

County Name McCracken County Number _____

Fire Department # 419 Firefighter# _____

Fire Department Name Concord Fire Department - 5265 Enterprise Dr - Paducah, KY 42001

Employment Date in this Department (mm/dd/yy) _____ / _____ / _____

Status (Circle One): Active / Inactive

Status Date _____ / _____ / _____

Classification (Check One)

Paid Part-time Paid Volunteer IFB Other _____

Department Title _____

Authorizing Signature _____ Date _____

Optional information will not be used for discriminatory purposes.

If not a US citizen: What is your country of origin? _____

Predominant Ethnic Background Caucasian/White Hispanic Asian/Pacific Islander
 African American Native American

KCTCS is an equal opportunity institution and does not discriminate against persons because of race, age, religion, sex, disability, color or national origin.

Questions concerning compliance with regulations may be directed to Kentucky Community and Technical College System's Office of Diversity Programs. Kentucky Community and Technical College System, 2750 Research Park Drive, P.O. Box 14092, Lexington, KY 40512-4092, (859) 246-3100 or to the Director of the Office for Civil Rights, U.S. Department of Education, The Wanamaker Building, Suite 515, 100 Penn Square East, Philadelphia, PA 19107.

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

eFIRE LEGAL HANDBOOK

VOLUNTEER FIREFIGHTER APPLICATION

FIRE PROTECTION DISTRICTS & VOLUNTEER FIRE DEPARTMENTS

#14(6A)

* * MAY 2, 2014 * *

Copyright MAY 2, 2014, by Maurice A. Byrne, Jr. All rights reserved. No part of this eFIRE LEGAL HANDBOOK may be reproduced in any form or by any electronic or mechanical means, including the use of information storage and retrieval systems, without permission in writing from Maurice A. Byrne, Jr., the copyright owner, who can be reached at: (502) 291--5066 or mbyrne@MauriceByrne-Attorney.com 24/7.

VOLUNTEER FIREFIGHTER APPLICATION

A. APPLICATION INSTRUCTIONS AND QUALIFICATION PROCESS FOR VOLUNTEER FIREFIGHTERS

B. APPLICATION FOR VOLUNTEER FIREFIGHTER

C. AUTHORIZATION FOR RELEASE OF RECORDS

D. ESSENTIAL FUNCTIONS OF VOLUNTEER FIREFIGHTER

E. MINIMUM QUALIFICATIONS VOLUNTEER FIREFIGHTER

**F. ACKNOWLEDGMENT OF RECEIPT OF VOLUNTEER FIREFIGHTER APPLICATION
DOCUMENTS**

**APPLICATION INSTRUCTIONS AND
QUALIFICATION PROCESS FOR FIREFIGHTERS**

FIRE PROTECTION DISTRICT

Your interest in becoming a firefighter is appreciated. The application and qualification process includes several steps designed to fully examine your abilities and interest in fire fighting. 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) Copy of birth certificate or confirmable verification from governmental agencies or secondary school.

(c) Copy of military discharge form DD214 (DD214 must indicate "Type of Separation" and "Character of Service").

(d) Copy of valid driver's license.

Copies must be submitted to the Fire District. (Do not submit originals).

B. Applications must be submitted to the Fire Protection District

at _____.

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

C. Other Names and Place of Birth (Items 6 and 11) This information is requested for completion of the records check and neighborhood investigation.

D. Conviction Record (Item 22) A non-felony conviction and/or an arrest does not necessarily mean you cannot be considered. The nature of the conviction and/or arrest and how long ago it occurred is important. Give all the facts so that a decision can be made. Note: You cannot be considered if there is a history of a felony conviction.

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

F. Equal Opportunity (Item 28) The Fire Protection District is an Equal Opportunity Agency. Firefighters are selected on the basis of merit.

G. Applicant is responsible to notify the Fire Protection District of any change of information in the application form, such as address or telephone changes.

Once you have submitted your application, it will be double checked to make sure it is complete.

2. BACKGROUND INVESTIGATION

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

The background investigation may include verification of information on your application, obtaining and reviewing references from previous memberships, volunteer work, or employment, 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 Fire Protection District may make an offer of a firefighter position based upon completion of a probation period.

The foregoing information is not exhaustive, but should give you a good idea of what is involved in becoming a firefighter with the Fire Protection District. The information is not intended to discourage you, rather to inform you. It requires a very serious commitment to a fire fighter and the community.

ADDRESS/CONTACT INFORMATION

If your name, address or phone number changes, or if 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.

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

APPLICATION FOR FIREFIGHTER MEMBERSHIP

CONCORD FIRE PROTECTION DISTRICT

5265 ENTERPRISE DR

PADUCAH, Kentucky 42001

(270) 442-2496

THE FIRE PROTECTION DISTRICT

Is An Equal Opportunity Agency

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.

1. Title of Position for which you are applying:

2. Date of Application : _____

3. Name: (Last) (First) (Middle) (Sr./Jr.) 4. Father's Name 5. Mother's Maiden Name

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

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

7. Present Address (number, street, city, state, zip code) 8. Home Phone Other Phone

9. List all former addresses you had during past five years. (Begin with most recent)

10. Date of Birth 11. Place of Birth (City/State) 12. Social Security No.

13. Are you a U.S. Citizen? Yes__ No__ If not, do you have the right to work in U.S.?

14. Do you have a driver's license? ___Yes ___No If yes, what State issued?_____

No. of license: _____ Expiration rate: _____

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

15. Have you, within the past five years, had any illness or injury which required you to miss work for more than a week on any one occasion? ____ Yes ____ No. If yes, explain

16. Have you ever received compensation for injuries sustained on the job? ____ Yes ____ No. If yes, explain: _____

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

17. Education and Training: Give complete information.

Circle Highest Grade Grade School High School College Graduate School
 Completed 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 1 2 3 4

Schools	Name and Addresses	Attended
Hrs.	Date of	Major
		of Schools

From	To	Earned	Grad.	Min Degree
------	----	--------	-------	------------

Grade

School

High School

or G.E.D.

College or

University

Vocational

or Business

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

Graduate Work-

Seminars

18. List any license and certificates you posses:

Name of Trade or Profession License No. Name and Address of Licensing Agency

19. List any equipment and machinery you are able to operate:

Can You: Type _____ No _____ Yes, at ___ wpm

Take dictation _____ No _____ Yes, at ___ wpm

Take machine transcription _____ No _____ Yes, at ___ wpm

20. Have you ever served in the military? ___ Yes ___ No If yes, complete following:

Dates of Discharge Branch Rank at Time of Discharge

From: To:

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

Were you discharged in connection with a military court martial: ___ Yes ___ No

21. Volunteer Work and Employment Experience: Begin with your most recent volunteer work or job and describe in detail each specific volunteer work or job you have had during the last five (5) years. Periods of not doing volunteer work or unemployment should also be noted and leave no time gaps. Be sure to list all applicable experience which qualifies you for the Volunteer Firefighter position sought. Attach additional forms if needed to complete volunteer or employment history.

Volunteer Agency or Employer:

Address: Kind of Volunteer Agency or Business

Your Position Describe your duties

From (Mo./Day/Yr.) To (Mo./Day/Yr.) Salary: Start: End:

Supervisor's Name and Position

Reason for Leaving

Volunteer Agency or Business:

Address: Kind of Volunteer Agency or Business

Your Position Describe your duties

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

From (Mo./Day/Yr.) To (Mo./Day/Yr.) Salary: Start: End:

Supervisor's Name and Position

Reason for Leaving

Volunteer Agency or Business:

Address: Kind of Volunteer Agency or Business

Your Position Describe your duties

From (Mo./Day/Yr.) To (Mo./Day/Yr.)

Salary: Start: End:

Supervisor's Name and Position

Reason for Leaving

ATTACH ADDITIONAL PAGES TO COMPLETE VOLUNTEER OR EMPLOYMENT HISTORY.

22. List any traffic, criminal citation, domestic violence charge, or arrest:

(City/State	Date	Disposition of Charge	Charge	Location
-------------	------	-----------------------	--------	----------

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

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

23. How did you learn about this job?

_____ Personal Contact _____ Newspaper Ad
_____ Posting _____ Radio/T.V.
_____ Outreach Center _____ Other

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

I affirm ,under penalties of perjury that the foregoing representations are true.

Signature

Printed Name

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

AUTHORIZATION FOR RELEASE OF RECORDS

_____ FIRE PROTECTION DISTRICT

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

A Photocopy of this release shall be considered as effective and binding as the original hand executed copy.

Social Security No. _____

Date of Birth _____

Applicant's Signature _____

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

Date _____

Signature: _____

Witness _____

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

ESSENTIAL FUNCTIONS OF A FIREFIGHTER

A. ESSENTIAL FUNCTIONS: The most important and indispensable duties required of a firefighter with the Fire Protection District relate to FIRE SUPPRESSION AND RESCUE PROCEDURES, including the following functions:

(1) SAFETY: A firefighter must:

(a) know the dangerous building conditions created by fire;

(b) be able to act in a fire situation or hostile environment; and,

(c) be able to use safety procedures in an emergency operations in relation to: (i) Protective equipment; (ii) Team work; (iii) Portable tools and equipment; (iv) Riding an apparatus; (v) 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 AND RESCUE: A firefighter must be able to examine a victim to identify symptoms of life-threatening injuries and be able to search for victims in smoke-filled buildings or other hostile environments, and remove injured persons from the immediate hazard.

(3) FIRE EQUIPMENT: A firefighter must be able to use fire equipment such as nozzles and hose appliances carried on a pumper, advance dry hose lines, connect a fire hose to a hydrant, couple and uncouple fire hose, work from a ladder with a charged attack line, carry hose into a building, and replace a burst section of hose line, in an emergency situation.

(4) SELF-CONTAINED BREATHING APPARATUS: A firefighter must know the various hazardous respiratory environments encountered in fire fighting and be able to use self-contained breathing apparatus in an emergency situation.

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

(5) **FORCIBLE ENTRY AND VENTILATION:** A firefighter must be able to use manual forcible entry tools, know the advantages and effects of ventilation, and be able to ventilate a fire.

(6) **LADDERS:** A firefighter must be able to carry, raise, and climb ground and aerial ladders while carrying fire fighting tools or equipment while ascending and descending, and while bringing an injured person down the ladders.

B. **REASONABLE ACCOMMODATIONS:** The Fire Protection District will make reasonable accommodations for any individual with disabilities unless the accommodation 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 Fire Protection District.

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

MINIMUM QUALIFICATION REQUIREMENTS:

A firefighter with the Fire Protection District must have the following Minimum Qualifications:

- (1) Firefighter must have a high school diploma or state-recognized equivalent.
- (2) Firefighter must be at least eighteen (18) years of age.
- (3) Firefighter must be a Kentucky resident
- (4) Firefighter must have completed an application for Firefighter for the Fire District.
- (5) Fire Protection 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.

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

ACKNOWLEDGMENT OF RECEIPT OF
VOLUNTEER FIREFIGHTER APPLICATION DOCUMENTS

_____ FIRE PROTECTION DISTRICT

TO: FIREFIGHTER APPLICANTS

You have received the following materials:

1. FIREFIGHTER POSITION DESCRIPTION with
 - (a) Position Title.
 - (b) Essential Functions of a FIREFIGHTER.
 - (c) Minimum Standards to Maintain Position.
 - (d) Minimum Qualification Standards.
2. APPLICATION INSTRUCTIONS AND QUALIFICATION PROCESS FOR FIREFIGHTERS.
3. APPLICATION FOR FIREFIGHTER MEMBERSHIP.
4. AUTHORIZATION FOR RELEASE OF RECORDS
5. ESSENTIAL FUNCTIONS OF A FIREFIGHTER

eFIRE LEGAL HANDBOOK #14(6A) VOLUNTEER FIREFIGHTER APPLICATION

6. MINIMUM QUALIFICATIONS

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 qualification process for FIREFIGHTERS in the Fire Protection District.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

Copyright MAY 2, 2014, by Maurice A. Byrne, Jr. All rights reserved. No part of this eFIRE LEGAL HANDBOOK may be reproduced in any form or by any electronic or mechanical means, including the use of information storage and retrieval systems, without permission in writing from Maurice A. Byrne, Jr., the copyright owner, who can be reached at: (502) 291--5066 or mbyrne@MauriceByrne-Attorney.com 24/7.
