

# Danville Fire Department

## Application Packet



# ***Danville Fire Department***

## **Minimum Applicant Requirements**

1. All applicants must have a High School Diploma or a GED at the time of application.
2. The applicant must have a valid Indiana Driver's License in good standing.
3. The applicant must be a citizen of the United States at the time of application.
4. Obtain an application packet, completely filled it out.
5. Obtain and return with application packet:
  - A Criminal Background report from the Indiana State Police.
  - A copy of the applicant's valid Indiana Driver's License.
  - A copy of the applicant's High School Diploma or GED.
  - A copy of any firefighting or Emergency Medical Service certifications that the applicant currently has.

## **Applicants for Full Time or Part Time Employment**

Applicants for Full-Time or Part-Time employment must also include copies of the following:

- A minimum of State Indiana Department of Homeland Security EMT-B certification.
- A minimum of State of Indiana Department of Homeland Security Firefighter I and II certification.

## **Applicants For Paid on Call Employment**

Applicants for Paid on Call Employment must also meet the following criteria:

- The applicant must reside within a three (3) mile proximity to one of the Danville Fire Department Stations.

**If the applicant does not meet any of the above requirements, then the applicant will not be eligible for further consideration for hiring by the Danville Fire Department.**

# ***Danville Fire Department***

The following list of directives represents the conduct and standards for all members of the Danville Fire Department. The following statement below is the basis for the Danville Fire Department rules of conduct.

*Members of the Danville Fire Department are expected to operate in a highly self-disciplined manner and conduct themselves in a positive, productive, and mature manner. Failure to do so may result in disciplinary action ranging from counseling up to and including dismissal.*

## **All members shall:**

1. Follow the Policies and Procedures set forth by the Danville Fire Department.
2. Use their knowledge and skills to protect and serve the community.
3. Maintain competency in all skills associated with their position on the department.
4. All personnel will maintain a minimum of a Firefighter I & II certification and Emergency Medical Technician – Basic certification after it is obtained.
5. Always conduct them in a positive manner when representing the Danville Fire Department.
6. Maintain their physical fitness.
7. Obey all Federal, State, and Local laws.
8. Perform all duties as assigned by Administrators of the Danville Fire Department.

## **All members shall not:**

1. Engage in any activity that is detrimental to the Danville Fire Department.
2. Engage in a conflict of interest to the Danville Fire Department or use their position with the department for personal gain or influence.
3. Be impaired by alcohol or prescription drugs while on duty or involved in any Danville Fire Department activity.
4. Use illegal drugs at any time.

# **Danville Fire Department**

## **Firefighter Job Description**

### **Summary**

To provide basic manpower for firefighting, emergency medical care, emergency management, fire prevention and public education activities within the Town of Danville, Center Township and Marion Township, Hendricks County, Indiana and adjoining areas as necessary according to mutual aid agreements and requests for service.

### **Essential Duties and Responsibilities**

These duties are a guideline for this position, other duties may be assigned:

While in the position of Firefighter you will be expected to perform the following operations: Stretching hoselines, correct placement of and operation of hose streams, ventilation techniques, operation of fire extinguishers, and operation of small power equipment such as saw, fans, and extrication tools. Entrance into hazardous atmospheres (burning structures) to effect rescue and property loss by confinement and extinguishment of fire or mitigation of other emergency situations not involving fire. The proper placement, operation of ladders, and the performance of salvage and overhaul. The Firefighter must provide emergency medical care according to protocols established by the Medical Director and Hendricks Regional Health through the affiliation agreement. The Firefighter is responsible for doing those things necessary to maintain State of Indiana Emergency Medical Technician - Basic certification including attendance of in-services, continuing education, and reporting training to the designated training officer. All personnel shall maintain stations, equipment, and apparatus as described by Fire Department policies. Drive all departmental apparatus in a safe conscientious manner at all times. Maintain an acceptable level of physical fitness. Must adhere to all rules, regulations, policies, Standard Operating Guidelines, medical protocols, and orders from superior officers including any changes or updates made as the department grows and changes to better serve the community. General operation of his/her assigned station as directed by your Station Captain. As a Firefighter you must act with skill, discipline, and compassion while exercising the highest level of common sense, professionalism, and safety possible.

### **Supervisory Responsibilities**

Under normal conditions the Firefighter will have only those duties assigned by his/her Station Captain. The Firefighter reports directly to his/her Captain.

### **Qualifications**

To perform this job successfully, an individual must be in good physical shape, have good people skills, and a good work ethic. This person must be able to work in all conditions and in rapidly changing environments.

## **Education and/or Training Requirements**

To hold the position of a Paid on Call Firefighter with the Danville Fire Department you must complete the following training course in the set time frame:

1. Complete the required Basic 24 hour Firefighter education and Hazardous Materials Operations Level class through the State of Indiana within three (3) months from your hire date before responding to any incident scene.
2. Must start State of Indiana Firefighter I & II Course and State of Indiana Emergency Medical Technician – Basic Course within eighteen (18) months of your hire date. These training courses must be completed within three (3) years of your hire date.
3. All personnel must accumulate a minimum of twenty-four (24) hours of training per year.
4. All personnel must meet the minimum mandatory training requirements of the Public Safety Training Institute and State of Indiana EMS Commission once certifications are obtained.
5. If any of the above requirements are not met the employee will be subject to disciplinary action.

## **Attendance Requirements**

1. Paid on Call Firefighters are required to fulfill thirty (30) hours of participation per quarter year. This includes runs, back fill, station fill in, and the monthly training sessions held every month.
2. Violation of the thirty (30) hour minimum once receives a letter of reprimand and any other violation of the policy within a period of one (1) year will result in termination from the Danville Fire Department. Exceptions are approved absences for longer than three (3) months at the discretion of the Chief of the Department.

## **Language Skills**

Must be able to communicate with good written and oral skills in a group setting.

## **Mathematical Skills**

Must be able to complete basic mathematical equations.

## **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

## **Physical Demands**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job as long as those accommodations would not interfere with emergency operations or endanger the lives of civilians or firefighters.

This job is extremely physical at times. Some of the tasks involve pulling and moving heavy objects, lifting and moving heavy objects, climbing to high locations via ladders, overhead work, under grade work, standing or sitting in the same location for long periods of time, quick movements and many other possible situations. Also the ability to step, crouch, kneel, stretch, and perform other types of maneuvers frequently is a must.

## **Work Environment**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as those accommodations would not interfere with emergency operations and endanger the lives of civilians or firefighters. The work environment is ever changing; it can go from day to night, extreme cold to extreme hot. Work in these environments can last for several hours or even days. The chance of working in high locations, water, snow, severe weather, wind, mud, sand, and wooded areas is a great possibility. Going from a sound sleep to immediate response and work is commonplace in this position. Exposure to fire products, electric hazards, explosive hazards, moving parts, loud noise, communicable diseases, etc. Are also possible.

# ***Danville Fire Department***

## **Application Packet Instructions**

1. Obtain the Application Packet.
2. Completely fill out and attach all requested copies to the packet.  
**The following copies must be attached to the application packet:**
  - Indiana Driver's License
  - Birth Certificate
  - High School Diploma or GED
  - Form DD-214 if in previous military service
  - Indiana State Police Criminal Background Report
  - All fire or EMS certifications or course completion certificates (if have previous training)
  - Return the completed application packet to Danville Fire Headquarters located at 77 North Kentucky Street, Danville, IN 46122
3. An Officer of the Danville Fire Department will contact all eligible applicants notifying the applicant of a time and location for an orientation and interview session.

## **Testing and Evaluation Information**

1. **Agility Testing** see attached information packet.
2. **The Oral Interview** will consist of a series of questions to evaluate the applicant's interpersonal communications skills.

## **Testing Dates and Location**

1. The Orientation and Agility Testing will be scheduled for all applicants. The applicant will be contacted with the date, time, and location of the Orientation and Agility Testing.
2. The Oral Interviews will be scheduled for successful candidates of the Physical Agility Testing will be scheduled with a time and location for the interview.

# ***Danville Fire Department***

## **Authorization to Release Information**

I hereby authorize and request all persons, to whom this request (original and reproduction) is presented, having personal information concerning me, to be viewed only by duly appointed employees of the Town of Danville.

I am aware that this information may be of a personal nature and may otherwise be protected from disclosure by my constitutional, statutory, or common law privileges. I hereby expressly waive all privileges, which may attach to such communication or disclosure and release all persons, firms, and corporations from all claims, of any nature, because of said communication or disclosure.

Information to be disclosed:

- Personal History
- Educational Records
- Employment Records
- Military Service Records
- Criminal History

All records obtained shall become a permanent part of my confidential personal file, which will be maintained at the Administrative Offices of the Danville Fire Department. As a matter of policy all will remain confidential, except for release to specific individuals directly involved in the processing of my application.

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Signature of Applicant Authorizing Release

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Date



## Danville Fire Department Applicant Information

<b>Applicant Information</b>			
Last Name	First	M.I.	App. #
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Drivers' License No.	
Position Applied for	Part-Time Firefighter / Paramedic		
Do you have a fear of confined spaces?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Do you fear heights or darkness?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked in the fire service?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, where?	
Have you ever been convicted of a felony?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain	

<b>Education</b>				
High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

<b>References</b>	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone (     )
Address	
Full Name	Relationship
Company	Phone (     )
Address	
Full Name	Relationship
Company	Phone (     )
Address	

<b>Previous Employment</b>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

<b>Military Service</b>	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

<b>Disclaimer and Signature</b>	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date