

**APPLICATION FOR EMPLOYMENT  
SHAWNEE TOWNSHIP  
SHAWNEE FIRE DEPARTMENT - An Equal Opportunity Employer**

Received By: _____
Date: _____/_____/_____
Time: _____

**INSTRUCTIONS:** Please fill out the following employment application form completely and accurately. Please use a pen and print clearly. **Please be sure to have page 7 notarized.**

**NOTE:** **Include a copy of your valid Drivers License.**

**SECTION I PERSONAL INFORMATION**

Name: \_\_\_\_\_  
           Last                              First                              MI                              Social Security Number

\_\_\_\_\_  
           Street Address                              City                              State                              Zip Code                              County

Phone: (\_\_\_\_) \_\_\_\_\_                              (\_\_\_\_) \_\_\_\_\_  
           Home    Work (Optional)

Email: \_\_\_\_\_

\*Are you at least 18 years of age?              Yes \_\_\_\_\_              No \_\_\_\_\_

\*Are you over 40 years of age?              Yes \_\_\_\_\_              No \_\_\_\_\_

Are you a citizen of the United States?      Yes \_\_\_\_\_              No \_\_\_\_\_

Please describe in one or two sentences the type or nature of work you are looking for: \_\_\_\_\_  
 \_\_\_\_\_

Do you need:

Full time work \_\_\_\_\_ Part-time work \_\_\_\_\_ No Preference \_\_\_\_\_

Are you interested in:              Permanent work              \_\_\_\_\_              Seasonal Work              \_\_\_\_\_  
    Intermittent work              \_\_\_\_\_              Volunteer Firefighter              \_\_\_\_\_  
    Temporary work              \_\_\_\_\_              No preference              \_\_\_\_\_

What is your minimum salary requirement? \_\_\_\_\_

Date available to start: \_\_\_\_\_

124.42 Firefighter qualifications. That a person between the age of eighteen and forty may receive an original appointment to the fire department.

Updated _____/_____/_____
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Updated _____/_____/_____
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**SECTION II      WORK REFERENCES**

Current employer: \_\_\_\_\_  
(Enter "none" if unemployed)

May we contact your current employer for references prior to your employment? Yes \_\_\_\_\_ No \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Beginning Salary: \_\_\_\_\_ Per \_\_\_\_\_

Ending Salary: \_\_\_\_\_ Per \_\_\_\_\_

Describe your duties, responsibilities, equipment operated, promotions, etc. \_\_\_\_\_

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

Why did you leave? \_\_\_\_\_

(1) Previous employer: \_\_\_\_\_

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

Dates employed: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Beginning Salary: \_\_\_\_\_ Per \_\_\_\_\_

Ending Salary: \_\_\_\_\_ Per \_\_\_\_\_

Describe your duties, responsibilities, equipment operated, promotions, etc. \_\_\_\_\_

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

Why did you leave? \_\_\_\_\_

\_\_\_\_\_

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(2) Previous employer: \_\_\_\_\_

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

Dates employed: \_\_\_\_\_ To: \_\_\_\_\_

Job title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Beginning Salary: \_\_\_\_\_ Per \_\_\_\_\_

Ending Salary: \_\_\_\_\_ Per \_\_\_\_\_

Describe your duties, responsibilities, equipment operated, promotions, etc.: \_\_\_\_\_

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

Why did you leave? \_\_\_\_\_

=====  
(3) Previous employer: \_\_\_\_\_

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

Dates employed: \_\_\_\_\_ To: \_\_\_\_\_

Job title: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Beginning salary: \_\_\_\_\_ Per \_\_\_\_\_

Ending salary: \_\_\_\_\_ Per \_\_\_\_\_

Describe your duties, responsibilities, equipment operated, promotions, etc.: \_\_\_\_\_

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

Why did you leave: \_\_\_\_\_

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(4) Previous employer: \_\_\_\_\_

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

Dates employed: \_\_\_\_\_ To: \_\_\_\_\_

Job title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Beginning salary: \_\_\_\_\_ Per \_\_\_\_\_

Ending salary: \_\_\_\_\_ Per \_\_\_\_\_

Describe your duties, responsibilities, equipment operated, promotions, etc: \_\_\_\_\_

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

Why did you leave? \_\_\_\_\_



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**SECTION III                      EDUCATIONAL EXPERIENCE AND TRAINING**

Please circle the last year of formal education you have completed:

1   2   3   4   5   6   7   8   9   10   11   12

College:      1   2   3   4   5   6   7   8

Technical School:      1   2   3   4

Names & Location of Schools Attended

Dates Attended

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Please describe the courses you took or technical training you have received from school, which you feel would help you perform the job for which you are applying. (Include special machines or equipment you operate, hobbies or volunteer work projects which have taught you qualifying skills, etc): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTE: Resume appropriate if available – attach to application.

**SECTION IV                      MISCELLANEOUS**

The following information will be used if it is directly related to the classification/position for which you are applying.

- |    |  |  |
|----|--|--|
| 1. | Do you currently possess a valid Ohio driver's license?<br>Chauffeur's license?<br>Commercial drivers license (CDL)? | Yes _____ No _____<br>Yes _____ No _____<br>Yes _____ No _____ |
| 2. | Are you willing and able to secure an Ohio drivers license, if a license is required?                                | Yes _____ No _____   |
| 3. | If necessary, can you supply your own transportation for work use?   | Yes _____ No _____   |

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4. Have you ever been employed in the state, county, or municipal service of Ohio Yes \_\_\_\_\_ No \_\_\_\_\_
5. Can you perform the job-related requirements of the specific job for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_

If you have answered "yes" to questions 4 or 5 or "no" to question 3 please explain fully below, indicating by number to which question you are responding: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Have you filed an application here before? Yes \_\_\_\_\_ No \_\_\_\_\_
- Have you ever been employed here before? Yes \_\_\_\_\_ No \_\_\_\_\_

Give the name, address and phone number of three (3) references not related to you:

Name	Address	Phone

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**AFFIDAVIT**

I, solemnly swear that all the information furnished in this employment application and supplements thereto, is true, accurate and complete to the best of my knowledge. I understand that any misrepresentation or falsification of the information provided may lead to withdrawal of any employment offer to termination following employment.

I hereby authorize the employers, schools and other references named in this application to provide information regarding me and to release personnel, academic and other records concerning myself. Additionally, I authorize the Fire Chief to conduct a criminal and traffic history check and authorize any law enforcement agency requested to provide information regarding the same to do so.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Subscribed and duly sworn before me, according to law by the above named application this \_\_\_\_\_  
day of \_\_\_\_\_ 20\_\_\_\_\_ at \_\_\_\_\_,

Township of Shawnee, Allen County, Ohio.

\_\_\_\_\_  
Signature of Officer  
Notary Public

**NOTE: Applications submitted will be considered for employment opportunities with the Shawnee Fire Department for a period of six (6) months from the above signature date.**

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**FULLTIME POSITION DESCRIPTION**

Page 1 of 4

FLSA Status: Non-exempt  
Pay Status: Bargaining Unit  
Employment Status: Fulltime

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**JOB RESPONSIBILITIES:** In addition to the following, performs other related duties as required.

Performs fire prevention, suppression, salvage, overhaul, and rescue activities, including confined space rescue; operates, cleans, repairs, and maintains facility and equipment; maintains knowledge of department SOP/PP and guidelines of operations. If senior person at scene, will be in charge in absence of ranking officer or officer in charge. Performs hazardous materials response to the level trained. Performs other firefighter and/or emergency duties as needed.

**QUALIFICATIONS:** Any combination of training and work experience, which indicates possession of the knowledge, skills and abilities, listed below. An example of an acceptable qualification for this position is:

Required qualifications: Must possess high school diploma or GED; possession of valid Ohio driver's license; successful completion of physical examination and physical agility evaluation; completion of Firefighter Level II certification and EMT-Basic Certification within one year of employment; shall obtain their EMT-P certification within three (3) years of employment; completion of a Hazardous Materials Technician Course within one (1) year of employment.

Preferred qualifications: Must possess high school diploma or GED; possession of valid Ohio drivers license; successful completion of physical examination and physical agility evaluation; Intermediate or Paramedic, completion of advanced training in related courses (i.e., hazardous material, emergency vehicle operation, incident command, etc.).

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**FULLTIME POSITION DESCRIPTION**

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**ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.**

1. Performs fire prevention, suppression, and rescue activities; responds to fire alarms; makes openings in burning buildings for ventilation and forcible entry; lays and connects hose lines; operates nozzles directing water streams; operates portable chemical fire extinguisher, axes, claw tools, hydraulic rescue tools, air bags, atmosphere monitoring devices, and other equipment; removes persons from emergency situations, including situations where extrication is necessary; performs salvage and overhaul operations at fire scenes (e.g., covering furniture, mopping floors, cleaning debris, etc.), drives and operates all vehicles (e.g., pump and ladder trucks, aerial bucket truck, automobiles, etc.); operates fire suppression equipment; raises and climbs ladders; prevents the spread of fire and protects property from water damage; assumes command of fire or emergency scene in absence of an officer or officer in charge (e.g., evaluates situation, determines appropriate other agencies on scene, etc.); administers pre-fire planning program (e.g., pre-attack plans, target hazards, etc.); communicates with dispatcher and safety personnel in person and via two-way radio.
2. Responds to and assists with E.M.S. calls as directed; may be required to drive E.M.S. transport vehicle, load patients, etc.; maintains knowledge of all E.M.S. equipment location and operation; provides emergency medical services to patients within established parameters for level of certification according to attached, appropriate appendix.
3. Cleans, repairs, and maintains facility and equipment; checks equipment and performs tasks to ensure proper operation of emergency and firefighting equipment (e.g., tests pumps, fire hose, ambulance equipment, etc.). Tests fire hydrants for flow, pressure, condition, accessibility, and location; checks and changes oxygen cylinders; checks and maintains self contained breathing apparatus including cylinders.

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**FULLTIME POSITION DESCRIPTION**

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**SUCH ESSENTIAL FUNCTIONS ARE PREFORMED IN AND AFFECTED BY THE FOLLOWING ENVIRONMENTAL FACTORS:**

- A. Operate both as a member of a team and independently at incidents of uncertain duration.
- B. Spend extensive time outside exposed to the elements.
- C. Tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 degrees F), humid (up to 100 percent) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
- D. Experience frequent transition from hot to cold and from humid to dry atmospheres.
- E. Work in wet, icy, or muddy areas.
- F. Perform a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.
- G. Work in areas where sustaining traumatic or thermal injuries is possible.
- H. Face exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide, or organic solvents either through inhalation or skin contact.
- I. Face exposure to infectious agents such as hepatitis B or HIV.
- J. Wear personal protective equipment that weighs 50 lbs. while performing fire-fighting tasks.
- K. Perform physically demanding work while wearing positive pressure breathing equipment with 1.5 in of water column resistance to exhalation at a flow of 40 l/min.
- L. Perform complex tasks during life-treating emergencies.
- M. Work for long periods of time, requiring sustained physical activity and intense concentration.
- N. Face life-or-death decision during emergency conditions.
- O. Be exposed to grotesque sights and smells associated with major trauma and burn victims.
- P. Make rapid transitions from rest to near-maximal exertion without warm-up periods.
- Q. Operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.
- R. Use manual and power tools in the performance of duties.
- S. Rely on senses of sight, hearing, smell and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic and potentially life-threatening environment throughout the duration of the operation.

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**FULLTIME POSITION DESCRIPTION**

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**OTHER DUTIES AND RESPONSIBILITIES:** Attends training sessions, seminars, and fire drills to enhance and maintain self-knowledge of current and new methods and techniques of firefighting and emergency service functions; attends safety education meetings; speaks to community groups and individuals to promote fire safety and fire prevention; communicates with law enforcement, hospital, and medial personnel, and delegated, regarding functions and activities of department.

Prepares and submits records, reports, or other documentation as required (e.g., fire reports, inspections performed, etc.)

**KNOWLEDGE, SKILLS AND ABILITIES:** Necessary to perform duties (\*indicates developed after employment).

**Knowledge of:** Fire Suppression and fire prevention techniques and equipment; safety practices and procedures; geographic layout of jurisdiction\*; emergency medical treatment techniques and equipment; routine equipment and building maintenance procedures, materials, and equipment.

**Skill in:** Tracing a fire from its origin; operation of emergency vehicles, equipment and instruments; operation of fire trucks, aerial ladder, pumps, and other fire suppression equipment.

**Ability in:** Recognize life threatening and emergency situations and take appropriate action; exercise sound judgment; carry out instructions in written, oral, picture, or schedule form; cooperate with co-workers on group projects; demonstrate physical fitness; work under hazardous and stressful conditions; diagnose equipment malfunctions and take appropriate corrective action; communicate effectively; prepare and present speeches to specialize audiences and general public; prepare and maintain accurate documentation.

**EQUIPMENT OPERATED:** Pump and ladder truck, aerial bucket truck, automobile, fire suppression equipment, portable chemical fire extinguisher, axe, claw tools, hydraulic rescue tools, air bags, atmosphere monitoring devices, fans, emergency medical equipment, ambulance, two-way radio, and any other related equipment.

**UNUSUAL, HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** Exposure to fire, life threatening situations, hazardous driving, hazardous materials; subject to emergency call-out.

**LICENSURE/CERTIFICATION REQUIREMENTS:** (See required qualification Page 1) Valid Ohio drivers license, State of Ohio Firefighter Level II Certification, EMT-P Certification, Emergency Vehicle Operator's Course, Hazardous Materials Technician.

This position description in no manner states or implies that these are the only duties and responsibilities, which may be performed by the position incumbent. The incumbent will be required to follow the instructions and perform duties required by the Township Fire Chief and /or the Township Trustees.

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**EMT – PARAMEDIC  
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May operate, or be responsible for operation of, an ambulance and may provide emergency medical services to patients. In an emergency, may determine the nature and extent of illness or injury and establish priority for required emergency medical services; may render emergency medical services such as opening and maintaining an airway, giving positive pressure ventilation, cardiac resuscitation, electrical interventions with automated defibrillator to support or correct the cardiac function and other methods determined by the physician medical director/department physician, controlling of hemorrhage, treatment of shock, immobilization of fractures, bandaging, assisting in childbirth, management of mentally disturbed patients, and initial care of poison and burn patients. Where patients must in an emergency be extricated from entrapment, may assess the extent of injury and render all possible emergency medical services and protection to the entrapped patient; provide rescue services if an ambulance has not been accompanied by a specialized unit; and after extrication, may provide additional care in sorting of the injured and accordance with standard operating procedures.

EMT-Paramedic may also do any of the following:

1. Establish and maintain an intravenous lifeline that has been approved by the physician medical director/departmental physician.
2. Perform cardiac monitoring.
3. Perform electrical interventions to support or correct the cardiac function.
4. Perform airway procedures.
5. Perform relief of pneumothorax.
6. Administer epinephrine.
7. Administer appropriate drugs and intravenous fluids.
8. Perform any other emergency medical services, including life support or intensive care techniques, approved pursuant to rules adopted under Section 4765.11 of the Revised Code.

The services described above shall be performed by an EMT-Paramedic only pursuant to the written or verbal authorization of the physician medical director/department physician, or pursuant to an authorization transmitted through a direct communication device by a physician or registered nurse designated by a physician. However, if communications fail during an emergency situation or the required response time prohibits communication, an EMT-Paramedic may perform any of the services described above if, in the judgment of the EMT-Paramedic life of the patient is in immediate danger. Services performed under these circumstances shall be performed in accordance with the written protocols established by the physician medical director of the emergency medical service organization.

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**VOLUNTEER FIREFIGHTER POSITION DESCRIPTION  
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You have expressed an interest in becoming a Volunteer Firefighter for the Shawnee Township Fire Department. Due to the mental and physical demands of this position, it is required that you read the following list of qualifications that are required, and acknowledge that you understand them.

**SPECIAL CHARACTERISTICS:** The Volunteer must possess the following aptitudes:

1. Motor coordination for the operation of equipment and use of tools as well as in lifting and carrying victims and in driving fire and other emergency equipment.
2. Manual dexterity and physical coordination in carrying, lifting, extricating, climbing, hoisting and other similar maneuvers in a manner not detrimental to the victim, co-workers or himself.
3. Ability to give or receive verbal and written directions and instructions in a legible and understandable manner.

**PERSONAL QUALITIES:** The position requires that the Volunteer:

1. Maintain a pleasant personality.
2. Possess leadership ability.
3. Possess the ability to make sound, reasonable judgments.
4. Maintain a clean, neat appearance – clean-shaven for safety reasons.
5. Possess stability and psychological adaptability.
6. Maintain minimum certification and educational requirements.
7. Possess and maintain sense of commitment to the position.

**PHYSICAL DEMANDS:** Physical demands:

1. Possess and maintain a valid Ohio driver's license.
2. Possess and maintain normal good health.
3. Possess the ability to lift and carry at least 100 pounds.
4. Possess visual discrimination for evaluating situations so as to perform the proper action as well as to distinguish traffic signs and lights.
5. Possess both far and near visual acuity necessary for driving and evaluating situations (correction by lenses permitted).

I have read the above outline of qualifications. By signing this, I understand the mental and physical requirements needed for this position and agree to submit to a physical agility test and other required testing should I be considered for the position. I further agree to submit to a physical evaluation by a department-designated physician.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date