



MIAMI TOWNSHIP FIRE-RESCUE

225 Corry Street, Yellow Springs, Ohio 45387-1812
(937)767-7842 • Fax: (937)767-7811 • E-mail: info@mtfr.org
www.mtfr.org

Application for Volunteer Employment

Name: _____ SSN: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ Pager: _____

E-Mail Address: _____

Current Employer: _____ Supervisor: _____

May we contact your present employer? Yes No

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Position: _____ Length of Employment: _____

Emergency Contact Person & Relationship: _____

Emergency Contact Home Phone: _____ Work Phone: _____

Pertinent Medical History: _____

Date of Last Physical: _____ Physician: _____

PLEASE LIST DATE(S) OF THE FOLLOWING IMMUNIZATIONS (IF APPLICABLE):

Heptavax: 1.) _____ 2.) _____ 3.) _____ Tetanus: _____

TB (Mantoux): _____ MMR: _____

Do you have any identifiable body markings? _____

- Are you currently in treatment for drug or alcohol dependency? YES NO
- Have you ever been convicted of driving under the influence? YES NO
- Do you currently use tobacco products? YES NO

- **Have you ever been convicted of a felony or sexual offense?** YES NO
Please note that a conviction will not necessarily ban you from employment.
- **Have you applied for employment with Miami Township before?** YES NO
- **Are you prevented from lawfully becoming employed in this country because of visa or immigration status?** YES NO
- **Are you willing to take a physical examination at our expense if offered employment?** YES NO
- **Are you a resident of Miami Township, Yellow Springs or Clifton?** YES NO
If yes, how long have you been a resident? _____
- **Do you possess a high school diploma or GED?** YES NO
- **Do you possess a valid State driver's license?** YES NO
If yes, driver's license number & state: _____

Briefly explain your reasons for applying: _____

I am applying for: Operations (Fire/EMS) General Membership (Non-emergency)

Please List Three Non-Family References (Name, Address and Telephone):

Please List Any Previous Fire/EMS Training Pertinent To The Fire Service:

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

 Signature of Applicant

 Date

DEPARTMENT USE ONLY:

REFERENCE CHECK: _____ DRIVER'S LICENSE CHECK _____
 INTERVIEW DATE: _____ INTERVIEWED BY: _____
 APPROVED REJECTED DATE OF HIRE: _____
 WAITING LIST #: _____ NOTICE SENT: _____

Miami Township Fire-Rescue Qualifications and Hiring Guidelines

Miami Township Fire-Rescue accepts applications for volunteer employment on a continuous basis.

Miami Township Fire-Rescue is an equal opportunity employer and does not discriminate in the recruitment and hiring of volunteers and paid personnel, or in the provision of services on the basis of race, religion, gender, sexual orientation, ancestry, national origin, marital or veteran status, age, or disability. Accordingly, any applicant seeking accommodation under the ADA must submit a written request for accommodation with their application. Miami Township Fire-Rescue is a customer service oriented organization and is proud to be a Drug Free and Tobacco Free employer.

Nature and Requirements of Work

Operations

Personnel in this classification respond to fire, rescue and emergency medical services incidents or other public assistance requests in effort to protect life and property and serve as Firefighters and/or Emergency Medical Technicians (EMTs). These personnel are required to maintain a high level of participation, including attending at least 75 percent of the Department's trainings per quarter. Emergency medical service personnel are required to volunteer at least 32 hours per month on schedule. Fire-only personnel are required to attend at least 10 percent of fire/rescue calls per quarter.

General Membership

General Membership is for those members of the community that want to help out but have no desire to be a firefighter or EMT. General membership gives you the opportunity to offer whatever skills you may have to the department in support of our operations. General members are required to attend a monthly meeting.

Salary & Reimbursement

As a volunteer employee, you will receive no salary. However, all volunteers may receive reimbursement for time spent on emergency incidents. In addition, Miami Township will provide you with worker's compensation insurance as well as a supplementary Accident & Sickness Policy.

Submitting an Application

Completed applications may be submitted in person at Miami Township's Yellow Springs Fire Station or mailed to:

Miami Township Fire-Rescue
Attn: Fire Chief
225 Corry Street
Yellow Springs, OH 45387-1812

Scope of Selection Process

After your application is submitted, the selection process will consist of the following:

1. Background investigation including reference check, criminal history check, and driver's license check.
2. Interview
3. Physical fitness assessment (operations only)
4. Post-offer, pre-employment physical examination (operations only)
5. Post-offer, pre-employment urine drug screen
6. Approval by the Miami Township Board of Trustees

This process may take up to two months. Eligible candidates will be kept informed of the next phase of the process. Inability to satisfactorily complete any phase of this process may be cause for elimination from consideration. Failure to appear for any phase may also result in elimination.

Miami Township Fire-Rescue has a maximum member policy of 60 volunteers. If this number has been reached at the time of your application, it will be placed on a waiting list. You will be contacted by Department personnel when a position becomes available. You will need to contact us within 14 days of notification if you are still interested in a position.

Minimum Qualifications

General

All applicants must be 18 years or older at the time of appointment and possess, or be able to obtain by time of appointment, a valid state driver's license without record of suspension or revocation. A disqualifying criminal history is not allowed. Applicants must be a U.S. citizen or resident alien and be able to read and write the English language. Applicants must be of good moral character and of temperate and industrious habits.

Necessary Knowledge, Skills and Abilities

You must be able to learn the applicable laws, ordinances and agency rules and regulations. You must possess the ability to perform work requiring good physical condition; to communicate effectively in both oral and written form; to establish and maintain effective working relationships with subordinates, peers and supervisors; to exercise sound judgment in evaluating situations and in making decisions in emergency and non-emergency situations; to follow verbal and written instructions; to remember details; to operate job related tools and equipment; to learn Township geography; to work in stressful and at times, hostile environments; to handle sensitive inquiries and contacts with the public.

Education

A high school diploma or GED is required for applicants for operations positions. Applicants who are 18 years old and a senior in high school may receive a waiver from the Chief.

Physical Condition

Operations applicants must be physically capable of performing all duties for the position and must complete an initial physical examination and physical fitness assessment. The department may require periodic physical examinations throughout the individual's employment. Operations members must also complete an annual physical fitness assessment.

Arrests

Misdemeanor convictions are disqualifying if an evaluation of their frequency, how it relates to the job applied for, seriousness and/or intervening personal background indicates that the individual would be a risk as a Firefighter and/or EMT. Felony convictions will generally disqualify an applicant.

Traffic Violations

Applicants with traffic violations totaling four (4) points or more within the last three years will be disqualified. A person may be disqualified if they have been arrested or cited for any of the following:

- Reckless operation
- Driving under the influence or reduced disposition
- Suspended driver's license

Medical Exam

Applicants for operations positions will be given a medical exam by the department physician who will evaluate their physical suitability for the position being applied for. This exam is at the department's expense. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Military Service

Individuals who have had military service should have an Honorable Discharge or a General Discharge under honorable conditions. All cases will be evaluated on their individual merits.

Omissions on Applications – Falsifications

Falsifications or omission on the application will disqualify an individual.

Special Requirements

Residency

You must reside within Miami Township, including the Villages of Clifton and Yellow Springs.

Tobacco Use

The use of tobacco products is prohibited at any time during your membership. If you currently use tobacco products, your application will not be processed until you are tobacco-free. A listing of tobacco cessation resources is attached.

Training

Operations personnel are required to be enrolled in a firefighter and/or emergency medical technician (EMT) certification course within one year of date of hire. Once you begin firefighter and/or EMT training you will have a maximum of one (1) year to become certified. For any certification or training course paid for by the Department on your behalf, you will be required to sign a Training Agreement. Failure to abide by the conditions set forth in the Training Agreement will allow the Department to bill you for the course(s).

Probationary Period

All new employees must successfully complete a six month probationary period. This may be extended at the discretion of the Chief.

Work Environment

- Work involves considerable exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Extensive physical activity. Requires strenuous physical work; heavy lifting, pushing, or pulling required of objects over 75 pounds.
- Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment.
- Will work with blood or blood-borne pathogens and will require OSHA training.

If you have any questions concerning these hiring guidelines or with the recruiting procedures, please contact the Fire Chief during normal business hours at (937) 767-7842 or via e-mail at info@mtfr.org.

**Miami Township Fire-Rescue
Application Release and Authorization**

PLEASE READ CAREFULLY

I certify that the answers that I have made to each and all of the questions in this application are complete and true to the best of my knowledge and belief. I understand if this application is not completed in full that it will not be processed, and I will automatically be disqualified. I hereby waive all provisions of law forbidding my physician or other person who has attended or examined me or who may hereafter attend or examine me, from disclosing any knowledge or information which he or she acquired relevant to my employment following disclosure by me of any disabilities which may prevent me from performing the essential functions of the position for which I have applied.

I hereby consent that he/she may disclose such knowledge or information to representatives of Miami Township Fire-Rescue in consideration of an offer of employment or during my employment with Miami Township Fire-Rescue. I understand that this application may raise questions regarding my past work and education record, and that Miami Township Fire-Rescue's agents and employees may wish to make inquiry regarding this, so that my qualifications may be reviewed.

By signing this waiver, I expressly authorize Miami Township Fire-Rescue to make an inquiry of my former employers concerning my work record, job qualifications and performance. I authorize any current or former employer to furnish Miami Township's designated agent with this information upon their request. I recognize the right of Miami Township to treat, at its discretion, certain sources as confidential, and its right to withhold from me or my agent the name of such confidential sources, and information obtained there from.

If your records may be under another name, please indicate that name on the line below:

In the event of employment on Miami Township Fire-Rescue, I understand that false or misleading information given in my application or interviews may result in discharge regardless of when such information is discovered. I understand also that I am required to abide by all rules and regulations of Miami Township Fire-Rescue. By signing this application, I acknowledge that I can perform essential functions of the job for which I have applied with or without reasonable accommodation. I understand that any offer of employment is conditional upon proof or legal authorization to work in the United States as required by the Immigration Reform and Control Act.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my complaints or grievances filed by or against me, the records or recollections of attorneys at law or other counsel (whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest), attendance records, polygraph examinations and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage, pursuant to any state or federal laws. I hereby release you as the custodian of such records, including its officers, employees, or related personnel, both individually and collectively, from any and all liability or damages of whatever kind may, at any time, result to me, my family, my heirs or associates because of compliance with this authorization and request of the duly accredited representative firefighting organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of Miami Township's acceptance and processing of my application for employment, I agree to hold Miami Township, its agent and employees harmless for any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with Miami Township. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my right under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by Miami Township in conjunction with employment procedures.

A photocopy or fax copy of this release form will be valid as an original thereof, even though said photocopy or fax copy does not contain an original writing of my signature.

This waiver is valid for a period of 120 days from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on this form. I agree to pay any and all charges or fees concerning this request as required and can be billed for such charges at the address listed on this form.

I agree to indemnify and hold harmless the persons to whom this request is presented and his agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

I understand that this application with Miami Township Fire-Rescue is not a contract of employment, and that any individual who is hired may voluntarily leave employment upon proper notice. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee of Miami Township Fire-Rescue.

By signing this waiver, I expressly authorize Miami Township to obtain an abstract of my driver's license or commercial driver's license record, as well as any prior criminal convictions, so that my qualifications for employment may be reviewed. In the event that I am hired, I also authorize Miami Township to continue to obtain information during my employment with Miami Township Fire-Rescue.

Signature of applicant: _____

Date of signature: _____

Must be notarized below

Tobacco Cessation Resources

- www.quitnet.net
- www.standohio.org
- Greene County Health Department – 374-5600
- Children’s Medical Center – 641-3000
- Ohio Quitline – (800) QUITNOW (784-8669)
- American Cancer Society, www.cancer.org