

**Berlin Township Fire Department
Application for Employment**

Phone: 740-548-6350

**PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE**

Please mail completed application to:
**Berlin Township Fiscal Officer
3271 Cheshire Road
Delaware, Ohio 43015**

OFFICE USE ONLY:
Date received:
Reviewed by:

PLEASE COMPLETE ALL PAGES DATE _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

How long at current address _____

Telephone (____) _____

Cellular (____) _____ Best time of the day to be contacted _____

Position applied for (1) _____ Days/hours available to work
 and wage desired (2) _____
 (Be specific) No Pref _____ Thur _____
 Mon _____ Fri _____
 Tue _____ Sat _____
 Wed _____ Sun _____

How many hours can you work weekly? _____

Employment desired FULL-TIME PART-TIME VOLUNTEER

When are you available to start work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR / DEGREE OR CERTIFICATION
High School				
College				
Bus. or Trade School				

Have you ever been convicted of a felony or misdemeanor? No Yes List all convictions after your 18th birthday. A YES answer is not an automatic bar to employment. Each case is considered individually.

If yes, please explain: _____

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Berlin Township Fire Department

Form# FD1

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A VALID DRIVER'S LICENSE? Yes No

HAVE YOU EVER HAD YOUR DRIVER'S LICENSE REVOKED? Yes No

Driver's license number _____ State of issue _____ Operator Commercial (CDL)

Expiration date _____

Have you had any accidents during the past three years? No Yes How many? _____

Have you had any moving violations during the past three years? No Yes How Many? _____

List any special skills you have that may be of benefit to the department:

Please list two references other than relatives.

Name _____

Name _____

Position _____

Position _____

Company _____

Company _____

Address _____

Address _____

Telephone () _____

Telephone () _____

Please use this space to elaborate on any background, experience, or qualifications that you believe should be considered in evaluating your qualifications for employment. You may include hobbies, volunteer experience, and other activities you believe relevant. Please omit any information that would disclose your race, gender, age, marital status, ethnic origin, religious or political affiliations, or disability.

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Form# FD1

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MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD OR RESERVES? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the **past seven years** beginning with your most recent job held.
If you were self-employed, give firm name.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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May we contact your present employer? Yes No

Did you complete this application yourself Yes No If not, who did? _____

After reviewing the attached job description, please indicate if you are able to perform the essential functions of the job for which you have applied ____ Yes ____ No. If you answered "No", please identify those job functions that you cannot perform. If a reasonable accommodation is required to enable you to perform the job properly and safely, please describe:

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CERTIFICATE OF APPLICANT (Read Carefully Before Signing)

I hereby certify that all statements made in this application are true and I authorize investigation of all matters contained in this application. I understand and agree any misstatement or omission of fact on this application will cause forfeiture on my part of all rights of employment with Berlin Township. I further agree to be fingerprinted, and to furnish such proof of age and citizenship as may be directed. I also understand and agree that all applicants conditionally selected for this position will be required to submit to a urinalysis test for illegal drug use, and to a complete medical examination prior to appointment. A conditional offer of employment shall be rescinded for an applicant with a positive urinalysis test and / or who failed a complete medical examination.

Signature: _____ Date: _____

**Berlin Township Fire Department
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**DRUG SCREEN, PHYSICAL EXAMINATION AND MEDICAL HISTORY
CONSENT FORM**

Applicant Name (Print): _____

Date: _____

If I receive an offer of employment or job change (i.e. promotion, demotion or transfer), I understand it is conditional upon the results of my physical examination, Essential Job Function Screen and/or drug screen. For these purposes, I acknowledge these procedures as a requirement and release, indemnify, and hold harmless Berlin Township, its elected officials, employees, agents, attorneys, contractors and subcontractors from liability, claims, or damages for any actions taken or resulting from the outcome of this test.

Medical Consent:

I _____, consent to a medical examination and the collection of breath, urine, and/or blood samples by the city's testing facility, or designee, to determine the presence of drugs, if any, in my system. Authorization to Release Information: I authorize the testing facility to release any and all medical information and test results obtained during or as a result of the examination(s) to Berlin Township.

I understand that my alteration of this consent form; refusal to consent to or cooperate fully with a medical examination and/or the collection of breath, urine and/or blood samples; or my refusal to authorize the release of information to Berlin Township may be grounds for revocation of the conditional offer of employment or job change. Additionally, I release, indemnify and hold harmless Berlin Township, its elected officials, employees, agents, attorneys, contractors and subcontractors from liability, claims or damages for any actions taken or resulting from the outcome of this testing. I have read and I fully and completely understand the statements made in this consent form.

Signature: _____ Date: _____

**Berlin Township Fire Department
Job Description
Revised July 13, 2005**

FIREFIGHTER

This is a public service job based on trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public service forces. Performs fire suppression and non-fire suppression duties. Duties are performed under a variety of known and unknown working conditions that may be dangerous to one's health and well being. The firefighter reports directly to the Lieutenants, or Fire Chief.

PHYSICAL AND MENTAL ABILITIES REQUIRED

- Sight uncorrected or corrected;
- Hearing min. standard;
- Ability to implement, read, understand, and enforce policies, procedures, directives in English language;
- Ability to maintain fitness in able – bodied firefighter status;
- Ability to direct emergency operations;
- Ability to communicate verbally and in writing;
- Ability to operate all apparatus including assigned equipment;
- Ability to climb ropes with or without a load;
- Ability to cope with stressful situations;
- Ability to work in inclement weather;
- Ability to run, crawl, in connection with required activities, distance with or without load;
- Ability to work in and out of confined spaces while wearing protective equipment including self contained breathing apparatus weighting in excess of 50 lbs. And carry tools and equipment and weight in excess of 100 lbs.
- Ability to climb stairs and ladders and to work at heights of 100'.
- Maintain the above abilities;

ESSENTIAL FUNCTION OF POSITION

May not include all duties performed

- To assume, during the unavailability of one of the officers command of the Berlin Township Fire Department;
- To execute and enforce the orders and directives of the Fire Chief;
- To implement the policies of the Fire Chief and of Berlin Township Fire Department;
- To direct all emergency operations in the absences of the officers or till they arrive;
- Such other duties as may be directed by the Fire Chief or designee;
- Promotes and maintains a positive public image and attitude;
- Drives Department vehicles during emergencies;
- Responds to fire and emergency medical alarm, hazardous materials, and other emergency situations;
- Prepares and maintains records, reports, and other types of operational documentation (e.g. work reports, fire reports, inspection/preplan reports, payroll reports etc.)
- Administers basic/advanced life support and other emergency medical procedures;
- Removes individuals from burning structures or hazardous situations;
- Operates hand, hydraulic, gas powered tools, ropes, ladders, boat and motors, fire pumps, hydrants and high volume hose to control fires;
- Climes ladders to assist in personal safety or property protection;
- Utilizes breathing packs, axes, shovels, and other related equipment to control fire/smoke damage;
- Attends practice receives training to improve fire fighting and EMS skills as determined by Fire Chief;
- Assists in fire/safety educational programs/public relations;

- Performs light cleaning and maintenance duties on equipment, vehicles, and fire station, reporting damaged or broken equipment;
- Carries, connects, operates, loads, test and cleans fire hose of various size;
- Initiates and provides basic life support and basic trauma support;
- Inspects emergency apparatus, motor/engines, equipment for routine maintenance and readiness;
- Maintains all uniforms and turnout gear to departmental standards;
- Operates all types of apparatus within the department;
- Operates all types of equipment, tools and appliances within the department;
- Operates, uses, inspects and maintains portable breathing equipment and self – contained breathing apparatus;
- Operates cameras, copy, facsimile, computer and other office machines;
- Operates as hazardous materials team support member;
- Has contact with potentially violent or emotional distraught persons;
- Has exposure to potentially vicious animals;
- Works in proximity to the use of firearms;
- Exposure to products from acts of terrorism;
- Building/structure partial or full collapse;
- Completes other duties as assigned by the Chief or designee in a professional manner;
-

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability, competency, desire, and willingness to work a majority of the time without direct supervision or as directed;
- Ability to read, understand, interpret, and enforce department policy, procedures, rules, regulations and practice in a manner to perform fire service functions;
- Communicates verbally and in writing to the public in a manner that promotes public relations, fire prevention, suppression and associated work;
- Hears and understands verbal commands, signals, and radio communications;
- Uses self contained breathing apparatus;
- Performs activities in confined areas without the aid of lighting;
- Interacts effectively, efficiently, and quickly with citizens requiring fire suppression, rescue, hazardous material and /or life – support services;
- Ability to interact effectively, and quickly with department members, members of other departments and /or members of public service departments when performing fire services without endangering their lives of others or increasing losses unnecessarily;

ACCEPTABLE EXPERIENCE AND EDUCATION

- Possess a high school diploma or its equivalent;
- Possess and maintains a valid Ohio driver’s license with no more than 3 points at time of hire
- **Volunteer Firefighter position:**
Possess and maintains a State of Ohio 36 - hour Basic Firefighter certification, State of Ohio Basic EMTA certification and Hazardous Materials Operations level certification (will have one year after appointment to receive HMO);
- **Part Time Firefighter position:**
Possess and maintains a State of Ohio 240 – hour Firefighter certification, State of Ohio Basic EMTA certification and Hazardous Materials Operations level certification (will have one year after appointment to receive HMO);