



# **Company Officer**

## **Application Packet**

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Application Packet  
**Full-Time 48-Hour Officer**

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## APPLICATION FOR EMPLOYMENT

**It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
street city state zip

Telephone number \_\_\_\_\_ Are you over 18 years old?  Yes  No

Are you authorized to work in the U.S. on an unrestricted basis?  Yes  No

How did you learn of this opening? \_\_\_\_\_

Have you worked here before?  Yes  No

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job?  Yes  No

Can you perform these essential functions with reasonable accommodation?  Yes  No

Are there any hours, shifts or days you cannot or will not work? \_\_\_\_\_

Shift preferred \_\_\_\_\_ Part-Time \_\_\_\_\_ Full Time \_\_\_\_\_

Are you willing to work overtime as required?  Yes  No

Have you ever been convicted of a felony?  Yes  No (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions:  
\_\_\_\_\_

EDUCATION	NAME & LOCATION OF SCHOOL	YEAR GRADUATED	MAJOR	DIPLOMA/ DEGREE
High School				
College/Univ.				
College/Univ.				
Other Training/Education				

In addition to your work history (reverse side), what other experiences, skills or qualifications would especially fit you for work with our company?

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<p><b>POSITIONS APPLIED FOR 1.</b> _____ <b>2.</b> _____</p> <p>Wage or salary desired? \$ _____ When can you start? _____</p>
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**WORK HISTORY**

May we contact your present employer?  Yes  No

Most Recent Employer	Address	Telephone
Date Started	Starting Salary: \$ Per	Starting Position
Date Left	Salary on Leaving: \$ Per	Position on Leaving
Name and Title of Supervisor		
Description of Duties	Reason for Leaving	
Previous Employer	Address	Telephone
Date Started	Starting Salary: \$ Per	Starting Position

Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	
Previous Employer			Address	Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	
Previous Employer			Address	Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Company to make an investigation of any of the facts set forth in this application.

I understand that employment at this Company is "at will," which means that either I or the Company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Company, other than the president has any authority to alter the foregoing.

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



## North Star Volunteer Fire Department

**2358 Bradway Road**

**North Pole, Alaska 99705**

**(907) 488-3400**

February 18, 2023

Dear Candidate:

Thank you for taking the time to apply for this position. We have taken the time to put this information packet together to better communicate with prospective employees. If after reading through this packet you should still have any questions, please feel free to contact Deputy Chief Kevin Harvey via phone at 907-488-3400 or email [kharvey@northstarfire.org](mailto:kharvey@northstarfire.org)

This is a full-time position. It will require your assuming a great deal of responsibility, as well as allow you to use your creativity and energy to contribute to the future direction of this Fire Department. You should also know that we offer merit pay increases for advanced EMT skills, degrees and a length of service program with annual increases in pay for longer service with the department.

Please submit a current resume with your application.

Again, I thank you for your interest in this position. I am sure the successful candidate will find it exciting and challenging.

Sincerely,

Geoffrey L. Coon

Fire Chief



## North Star Volunteer Fire Department

**2358 Bradway Road**

**North Pole, Alaska 99705**

**(907) 488-3400**

**Position: Fire Officer - Full Time/Paid Position with Benefits**

**Wage: \$57K to \$65K annually DOE**

### **Summary of Job Classification:**

This is a non-exempt position reporting directly to the Deputy Chief or designee. The position provides immediate response to Fire, EMS, Rescue and hazardous materials emergencies in addition to performing daily Fire Department business, maintenance activities and the implementation of an effective training program for department career and Volunteer personnel. The position will be placed in charge of the Training Program for the department. The position requires attendance at all assigned training classes and participation as an instructor when necessary. This position requires certification to drive/operate all department emergency apparatus within three months and become certified as a State of Alaska EMT II (NREMTA) within 1 year of date of hire. The position calls for working a 56-hr. work week shift schedule. The selected individual may initially be required to work an 8–5, 40-hour week until benchmarks are completed, before transitioning to a 56-hr. work week shift schedule.

### **Typical Duties**

Research, plan, and implement basic and advanced technical training objectives, plans & programs related to safe and effective emergency services.

Coordinate the development, maintenance, and ongoing review of the Training Division.

Develop, present, and justify the annual budget for the Training Division.

Prepare and maintain documentation including training records and reports through the Administrative Division.

Supervise the development of manuals, courses, classes, and other training methods utilizing and developing personnel resources within North Star Volunteer Fire Department and working in conjunction with area departments and outside agencies.

Counsel all levels of staff on personal training, proficiency and career tracts.

Assists in the development of promotional testing and evaluation processes.

Direct the development of Instructors.

Identify and advises Company Officers on training issues and implement solutions.

Prepares and periodically update long-range plans for Division.

Assist in carrying out operations of the fire department to include entry and direction of emergency crews and acts as Battalion Chief as needed.

### **Minimum Qualifications**

The applicant shall have the following minimum qualifications and certifications:

- IFSAC or Pro Board Firefighter I, Haz-Mat Operations certified
- Experience as an Engineer / Apparatus Operator
- IFSAC or Pro Board Fire Service Instructor I
- IFSAC or Pro Board Fire Officer I certificate or ability to obtain within one (1) year.
- Current State of Alaska EMT I or NREMT B.
- NIMS IS-100, IS-200, IS-700 and IS-800 certificates.
- Must possess a valid Alaska Driver's License prior to hire date.
- Must be able to be insured under the Fairbanks North Star Borough policy.
- Physically fit to perform fire ground duties to include entry into structure fires, as determined by a physician. Must be able to pass the department physical agility test, initially and annually.
- High School Graduate or GED.

### **Preferred Qualifications**

- Two (2) years experience of which are at the Officer Level.
- Certification in Rapid Intervention Technician.
- ICS 300 certificate.
- Current State of Alaska EMT II, III, or MICP.
- Associates Degree in Fire Related Field
- NWCG or State approved Red Card
- Fire Apparatus Driver Operator certificate



## Hiring Process Chronology

*Applications will be accepted between 0800 – 1700 Monday through Friday at:  
Personnel Office, NSVFD Station 31, 2358 Bradway Road, North Pole, AK 99705*

**Include complete resume' with application.**

**Resume' must include reference and certification information.**

### Position Opens

Open until filled

Dates following are to be determined

### Review of applications by Deputy Fire Chief

TBD

### Eligible applicants notified for testing

**Oral Board Interviews**

**Physical Ability Test**

### Finalists Interview with Fire Chief and or Deputy Chief

### List of finalists and scores forwarded to Fire Chief

Candidates will be notified on all dates associated with the hiring process.

## Physical Medical Examination

To be scheduled with successful candidate at the time of a conditional offer of hire.

### NORTH STAR VOLUNTEER FIRE DEPARTMENT

#### PHYSICAL ABILITY TEST

All Members of the North Star Volunteer Fire Department will be required to complete the following ability test. This is a timed event to evaluate the member's ability to perform physically demanding firefighting activities on the fire ground. The member will have ten (10) minutes to complete this test. The ability test will be performed with the members wearing standard department issue turnout coat, pants, boots, entry approved structural firefighting gloves, entry approved structural firefighting helmet, and MSA G1 SCBA. This is a continuous, circuit type evolution. Once the member completes station 1, they immediately go to station 2, then 3 and so on. There are no breaks and no running between stations. The member will don an MSA G1 SCBA, excluding the face piece. The member will wear all safety equipment including gloves. (The donning of the SCBA will not be timed, and the SCBA face piece will not be worn during this test.) All safety equipment will be in place at the end of testing. The Proctor will record elapsed time after completing each station and the overall time at the end of the test. The hotel pack will be carried between every station. The hose is not allowed to touch the ground between stations. When the member touches the hotel pack at Station 1 the timing of the test will begin.

#### STATION#1 Stair Climb

The member will start at the base of the stairway leading to the Day Room in Bay 1. When ready the candidate will pick up a N.S.V.F.D. hotel pack with nozzle and gated wye attached, place it on their shoulder, and climb one (1) flight of stairs three (3) times, making contact with each stair on the way up and the way down the stairwell. One hand must be in contact with the railing and running is prohibited.

When finished the member will move on to Station 2.

**TIME ELAPSED:** \_\_\_\_\_

#### STATION#2 Dummy Drag

The member will place the hotel pack on the pre-marked spot, pick up an approximately 185 lbs. Rescue Dummy and drag it 35 ft. around a cone and back to the starting point. At no time during this station can the dummy or member come in contact with the cone. When finished the member will pick up the hotel pack and walk to Station 3.

**TIME ELAPSED:** \_\_\_\_\_

#### STATION#3 Roof Ventilation Prop

The member will place the hotel pack on the pre-marked spot and pick up a 14-pound sledgehammer. While standing, full swing the sledgehammer 20 times onto a pre-marked area. Only full swings will count. Proctor will verbally count out full contact swings. A full swing is defined as the sledgehammer swinging above the member's head at the uppermost part of the swing. Member will return the sledgehammer to the designated area. When finished the member will pick up the hotel pack and walk to Station 4.

**TIME ELAPSED:** \_\_\_\_\_

#### STATION#4 Hose Drag

The member will place the hotel pack on the pre-marked spot, pick up and drag 200' of three-inch (3") hose, 100' in distance. Hose will be arranged in an "accordion" pattern at the start line and all the hose must clear the finish line. The hose may be dragged in any manner. When finished the member will pick up the hotel pack and walk to the hose tower and Station 5.

**TIME ELAPSED:** \_\_\_\_\_

**STATION#5 Hose Tower Raise**

The member will place the hotel pack on the pre-marked spot, and pull a rope connected to a 50-foot roll of 3" hose hand over hand until it meets the bottom of the catwalk, and then lower the rope hand over hand until the hose is at eye level. Minimum of 5 (five) repetitions will be completed. The candidate will receive one (1) warning if the rope slips through his/her hands, after the second infraction the member must lower the hose to eye level and restart that repetition. When finished the member will pick up the hotel pack and walk to the finish line in the decon room.

The member's time will be stopped when he/she crosses the finish line.

**OVERALL TIME:** \_\_\_\_\_

APPLICANT NAME : (Print: First and Last) \_\_\_\_\_

PROCTOR NAME: (Print: First and Last) \_\_\_\_\_

DATE: \_\_\_\_\_

**EMPLOYEE AUTHORIZATION  
TO RELEASE REFERENCE INFORMATION**

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_

to release following job reference information to prospective employers:

Any information desired by my prospective employer.

OR

Salary history (Starting: \_\_\_\_\_ Final: \_\_\_\_\_ )

Dates of employment (Hire Date: \_\_\_\_\_ Term Date: \_\_\_\_\_ )

Positions held (Starting): \_\_\_\_\_

Final: \_\_\_\_\_

Duties and responsibilities \_\_\_\_\_

Reasons for leaving \_\_\_\_\_

Eligibility for rehire (Yes: \_\_\_\_ /No: \_\_\_\_\_ )

Other \_\_\_\_\_

I have reviewed the above information and understand this is the data that will be released should my references be checked.

Signature

Date

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Release Expiration Date: \_\_\_\_\_