



# Hocking Township Fire Department

1175 Cincinnati – Zanesville Road  
Lancaster, Ohio 43130

## Employment Application

### Position Applying For

☐

Full Time

☐

Part Time

☐

Volunteer

### Application Information Statement

Applicant, please read the following before completing this form:

This application paperwork must be completed in your own handwriting or printed in ink. A resume may be attached if you desire but only as additional information to this application. Answer all questions. If a question is not applicable to you, enter either "none" or "N/A" as appropriate. Please supply copies of all certifications: Fire, EMS (including CPR, ACLS, PALS or any additional certifications), Haz-Mat, along with a copy of a High School Diploma/GED or equivalent, Driver's License, and any other documents that may aid you in the selection for this position. Please attach all certificates to back of application. Any misrepresentation, falsification or omission is cause for the hiring process and possible termination, if hired. If additional space is needed to answer any of the following questions, use a separate sheet of paper and list information in order shown below.

### Information

Full Name: \_\_\_\_\_  
*Last First M.I.*

Have you been known under any other name? **Yes / No** If yes, list other names: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

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

Drivers License State Issued and #: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this department? YES ☐ NO ☐ If yes, when? \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

## References

In the area below, please list the names and other requested information for three people (other than relatives) whom we may contact for a recommendation. These individuals should be able to speak to your qualifications for this position. (Must include a phone number and email address.)

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

## Criminal History

Have you ever been convicted of any violation of Federal, State, County, Township, Municipal, or other governmental law, regulation, resolution, or ordinance? Do you have any pending charges or indictments? **This includes traffic violations. Yes / No**

If yes, explain.

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### Previous Employment

*Attach Additional Pages As Needed*

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 ☐ NO ☐

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 ☐ NO ☐

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 ☐ NO ☐

### Military Service

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

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Certification(s)

Type of Certification	Certification Number	Expiration Date Copy	Submitted Y/N

*Hocking Township is an equal opportunity employer.*

### Disclaimer and Signature

*I affirm that the answers I have made to each and every question in this application, and supplemental application, if applicable, are complete and true to the best of my knowledge and belief.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my termination of employment or not being considered for employment.*

As a condition of employment, and/or continued employment, that all applicants consent to and authorize a verification of the information submitted on their application or resume.

**Please read this statement carefully.**

This release and authorization acknowledge that Hocking Township may now, or at any time while I am employed or representing the company, conduct a verification of my education, employment history, credit history, and/or motor vehicle records. In addition, the township may contact personal references, require that I provide a urine specimen to be tested for the presence of drugs or alcohol, and receive any criminal history record information pertaining to me which may be in the files of any Federal, State or Local criminal justice agency in any state, and/or other information as deemed necessary to fulfill the job requirements. Also, if an offer of employment has been made, I authorize review of my worker's compensation claim history.

I authorize Hocking Township and any of its agents to conduct the needed verification process of this position. The results will be used to determine employment eligibility under the department's employment policies.

I have read and understand this release and consent, and I authorize the background verification. I authorize persons, schools, current and former employers, and other organizations and Agencies to provide Employment Screening Associates with all information that may be requested, and I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Hocking Township Fire Department

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### Position Description

**Job Title:** *Full-Time Firefighter / Advanced Emergency Medical Technician or Paramedic (FF/AEMT or FF/MEDIC)*

**Department:** *Fire & EMS*

**Reports to:** *Fire/EMS Chief, Assistant Chiefs, Officers, Shift Supervisor*

**Summary:** Reports directly to station officer or Shift Commander. The FF/EMT acts as part of an engine or EMS crew as assigned. Under the general supervision of the Chief Officers of the Fire Department they perform fire suppression, prevention, and rescue activities; perform emergency medical care and functions; cleans, repairs, and maintains facility and equipment; prepares records and reports; performs public relations activities; and other duties as assigned

**Education/Work Experience:**

- Graduate of an accredited high school or G.E.D.
- Certification by the State of Ohio as a Fire Fighter (Level II).
- Certification by the State of Ohio as an Emergency Medical Technician.
  - (AEMT or Paramedic required)
- Certification by the State of Ohio as a Fire Safety Inspector preferred  
(must enroll in class within one year of hire).

**Knowledge, Skills & Abilities:**

- Valid Ohio Driver's License.
- Good driving record (four points or less).
- Clean criminal record.
- Be of good moral character.
- Knowledge of
  - department policy and procedures, department standards;
  - life support procedures, methods, and techniques appropriate to their certification level;
  - firefighting and rescue procedures, methods, and techniques appropriate to their certification level;
  - operation or utilization of equipment, instruments, and other materials and supplies used in life support assistance, firefighting, and rescue; and
  - the geographical layout of Hocking Township and anticipated Mutual Aid Response Area.
- Ability to
  - recognize symptoms and take appropriate action;
  - exercise sound judgment under possible stressful circumstances;
  - follow detailed oral and written instructions;
  - develop and maintain effective working relationships with associates, officials, professionals, and the general public;

- perform job-related physical ability evaluations;
- perform heavy manual tasks for varied period of time under possible dangerous conditions;
- operate vehicles safely under all driving conditions;
- operate radio equipment;
- evaluate conditions, identify problems, and formulate corrective measures; and
- operate appropriate electronic data processing equipment and complete necessary reports.

#### **ATTENDANCE:**

- The Hocking Township Fire Department operates twenty-four hours per day, seven days per week, and fifty-two weeks per year. In general, full-time firefighters are scheduled to report to their assigned location in uniform and are scheduled to work twenty-four hour shifts. Holiday, sick days, and overtime hours will be scheduled as defined in the Hocking Township Personnel Policy Manual.

#### **SCHEDULE:**

- The Hocking Township Fire Department will employee full time member to work a 24 hour shift rotation, working 24 hours on and 72 hours off (every 4<sup>th</sup> day rotation).
- Shift start time is 07:00am
- There is potential for additional shifts, shift trades or special coverage of shifts with authorization form the Chief or designee.

#### **ESSENTIAL DUTIES AND RESPONSIBILTIES** include the following, other duties may be assigned.

- Respond to fire and rescue emergencies and provide appropriate basic and advanced firefighting / rescue procedures.
- Respond to life and rescue procedures.
- Operate departmental apparatus safely and effectively as assigned.
- Operate and manage hoses, appliances, tools, and equipment to control and extinguish fires.
- Operate specialized rescue tools and equipment for extrication.
- Evaluate emergencies and establish appropriate incident command structure.
- Utilize accepted emergency scene management methods and techniques.
- Maintain radio communications with dispatch center, responding units, and/or hospital.
- Maintain familiarity and comply with established department and community procedures and standards for firefighting, rescue, and emergency medical care.
- Participate in shift briefing with officers and employees to inform or be informed of any existing or potential problems during the shift.
- Complete daily apparatus and equipment checks.
- Maintain individual training and certification standards.
- Assist Fire Safety Inspections.
- Assist with public education classes
- Complete other departmental reports as requested or assigned.
- Ensure proper operation of firefighting, rescue, and life support equipment, instruments, and supplies.
- Inventory and restock firefighting, rescue, drug, medical, and facility maintenance supplies.
- Perform routine inspection, cleaning, and maintenance on buildings, apparatus and equipment.
- Maintain personal health, wellness, and physical ability and encourage these activities in fellow employees.
- Maintain cleanliness and orderliness of the stations.
- Prepare and submit run reports.
- Communicate with victim, victim's family, fire investigators, law officers, doctors, and the general public as instructed by superior officer.

- Attend training seminars, staff, and training meetings and take licensing reexaminations as required.
- Adhere to the rules and regulations of the Hocking Township Fire Department. Perform all other assignments as directed by the Officers in the Department.

#### **TEAMWORK AND PARTICIPATION**

- Create ideas that improve production, organizational performance, or result in cost or time savings for the department.
- Communicate in a positive and respectful manner with the public.
- Demonstrate flexibility and cooperative attitude when faced with change.
- Demonstrate strong multi-tasking abilities.

#### **TOOLS AND EQUIPMENT**

- Motor vehicle; pumper apparatus; hoses; appliances; tools and equipment to control and extinguish fires; operate specialized rescue equipment; basic and advanced life support equipment; medical transport vehicles; two-way radio; and other fire department issued equipment as assigned.

#### **PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- The duties of this job are performed inside a climate-controlled office setting; as well as, in all kinds of weather conditions, hazardous situations, and terrains.
- The employee will occasionally work near moving mechanical parts and in precarious places and be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate, except during certain emergency activities when noise levels may be loud.
- At times the employee will drive and operate vehicles in all weather conditions; at times will be required to work at extreme heights, on rooftops, below ground, in hazardous situations and around hazardous materials; at times employee will be required to perform treatment on sick or injured people who may have infectious or communicable diseases; be exposed to blood or bodily fluids and required to clean equipment, clothing, linen and apparatus following such exposures.

#### **GENERAL PROVISIONS**

- The employee will be appointed to a one (1) year probationary period. The Probationary employee shall receive an interim written performance evaluation conducted by the Fire Chief or his designee, no later than six (6) months after the employee's date of hire for the purpose of identifying areas that may adversely affect the employee's completion of probation.
- Probationary status will end after the completion of one year (365 days), provided such employee receives a satisfactory evaluation at that time. Thereafter, annual performance reviews will be conducted.

06/08/2023

## **Addendum to Job Position: Full Time Firefighter**

This addendum is made effective as of July 1, 2023, to the existing job position of Firefighter at Hocking Township Fire Department. The purpose of this addendum is to comply with the Ohio Police and Fire's (OPF) definition of full-time employment as a platoon shift worker.

1. Schedule and Hours:

- a) The firefighter will be scheduled to work a total of 48 hours per week, consisting of platoon shifts.
- b) The platoon shift schedule will be determined as outlined in our departments rotation schedule. The firefighter will work a twenty-four hour shift every fourth day and be off for seventy-two hours. Every fourth week in which the fourth day rotation falls on a Wednesday the firefighter will be scheduled an additional twenty-four hour shift to meet the weekly total of forty-eight hours in said week. This shift will be scheduled at the discretion of the Fire Chief to meet the staffing needs of the department and to comply with the OPF classification of full-time status.

2. Overtime and Compensation:

- a) The firefighter will be entitled to overtime pay in accordance with the townships policies and applicable labor laws for any hours worked beyond the defined hours in a 14 day pay period.
- b) Hocking Township has established a 14-day work rule, for fire department employees. Overtime compensation is not required under 29 C.F.R. § 552.230section 7(k) until the number of hours worked exceeds the number of hours outlined per FLSA. As established in a 14-day work rule, over time will not be paid until hours worked total over 106 hour in a 14 day pay period established by the township.

3. Duration:

- a) This addendum shall remain in effect until further notice, unless otherwise modified by mutual agreement.

This addendum is an integral part of the Firefighter's employment agreement with Hocking Township Fire Department and shall be binding upon all parties. All other terms and conditions of the original employment agreement shall remain in full force and effect.





## Hocking Township Fire Department

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### SELECTION / HIRING PROCESS

- Submittal of application, copies of requested documents and optional resume
  - Due by Friday March 29, 2024 15:00
- Applicants must submit completed job application. References are checked.
- All successful candidates will be required to complete an oral interview with Chief Officers, an interview committee and the board of trustees.
- Selection is based on the most qualified applicant determined by a compilation of all of the above steps.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- If applicant meets all requirements and characteristics as indicated in the job description, hiring is contingent upon successful completion of drug and alcohol test, background check, physical and other tests pursuant to Township policy.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
- Position benefits are as follows:
  - \$52,000/year starting salary
  - Health Insurance (Medical Mutual)
  - Ohio Police & Fire pension
  - Vacation time – 48hrs of vacation 1<sup>st</sup> year
  - Sick Time
  - Annual Uniform Allowance

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