



**Volunteer Fire Department**  
2358 Bradway Road  
North Pole, Alaska 99705  
(907) 488-3400  
Steven H. Crouch-Fire Chief

**24 Hour Firefighter**

**Application Packet**

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Application Packet  
24 Hour Firefighter

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## Volunteer Fire Department

December 05, 2017

Dear Candidate,

On behalf of the entire crew, I would like to thank you for applying to join our team! We are the busiest volunteer department in the Interior of Alaska and are looking for energetic and enthusiastic men and women to fill our ranks. If you are a person of integrity who possesses a strong work ethic, we would love to talk with you. We believe that our department is on a path to excellence and already has a team of volunteers and paid staff that places us second to none.

If you are looking for a progressive fire department, then you have found your new home at North Star Volunteer Fire Department. Please look over the enclosed materials as well as the information on our website to learn more about us. If you have any questions, please feel free to call or stop by.

Thank you,

*David M. Daniell*

David M. Daniell  
Deputy Fire Chief  
North Star Volunteer Fire Department  
2358 Bradway Road  
North Pole, AK 99705  
907-488-3400



## Volunteer Fire Department

### POSITION DESCRIPTION

**JOB TITLE:** 24 Hour Firefighter  
**REPORTS TO:** Shift Officer &/or as directed by Deputy Fire Chief  
**POSITIONS SUPERVISED:** As directed by 24 Hour Shift Officer / Engineer

#### **NARRATIVE:**

This is a non-exempt position reporting directly to the Shift Officer. The position responds to fire, EMS, rescue and hazardous materials emergencies in addition to performing daily fire department business and maintenance activities. The position requires attendance at all assigned training classes and assists with instruction as directed. This position requires certification to drive/operate all department, emergency apparatus within six months and become certified as a State of Alaska EMT III within one year of date of hire. The position calls for working 24-hour shiftwork on a rotating schedule.

#### **RESPONSIBILITIES:**

1. Staff stations as assigned to include station 31, 33, 34, and 35 to provide reduced response times to emergencies and to assist with apparatus & fire station housekeeping, maintenance, & upkeep, etc.
2. Provide initial response of assigned fire apparatus and emergency scene action/mitigation.
3. Function under the direction of assigned supervising personnel coordinated through the Deputy Fire Chief's office, and conduct Operations / Training / Prevention, or any other tasks as assigned.
4. Assist in instruction of fire department personnel in fields relating to emergency services.
5. Assist department in Public Education Awareness Program(s).
6. Other duties as may be assigned on an as needed basis.

#### **FUNCTIONS:**

1. Functions under the department's Incident Command system during emergency incident mitigation. Participates as a member of a crew during structural fires including Interior Attack, wild land fires, and as minimum EMT I during medical emergencies.
2. Functions under the direction of the Shift Officer / Engineer and conducts maintenance, repair, and testing of department apparatus, and assists in documentation meeting NFPA standards.
3. Assists the department training program through input and preparing for/conducting training sessions
4. Assists the departments Public Education and Prevention program.
5. Assists during an emergency scene investigation process.
6. Ability to work under arduous conditions for a sustained period of time.

**MINIMUM REQUIREMENTS:**

1. One year verifiable experience with a volunteer or paid department
2. State of Alaska Firefighter I or the ability to transfer an IFSAC / PRO BOARD Firefighter certificate within 60 days of hire
3. Valid State of Alaska EMT-I or NREMT-B with the ability to transfer to Alaska within 60 days of hire
4. ICS 100, 200, 700, 800
5. Valid driver's license with the ability to obtain an Alaska Driver's License within 90 days.
6. High School Diploma or equivalent
7. Ability to pass a nationwide background check
8. Ability to pass the NSVFD Physical Ability Test
9. Ability to pass an NFPA 1582 compliant physical examination after conditional offer of employment
10. Ability to pass a comprehensive drug panel screening after conditional offer of employment

**PREFERRED QUALIFICATIONS:**

1. Two plus years of verifiable experience with a volunteer or paid department
2. Alaska Firefighter II certificate or the ability to transfer an IFSAC / PRO BOARD Firefighter II certificate within 60 days of hire
3. Valid State of Alaska EMT III or NR MICP with the ability to transfer to Alaska
4. Associate Degree or higher in Fire Science or a Fire Related Field
5. State of Alaska Fire Apparatus Driver Operator Certificate: Driver Operator, Pump Operator, Water Supply Operator
6. State of Alaska Fire Service Instructor I or other Methods of Instruction Certification
7. State of Alaska Forestry Red Card Certification

# Hiring Process Chronology

*Applications will be accepted between 0800 – 1700  
Monday through Friday  
at the NSVFD Personnel Office*

*or may be mailed to:*

*North Star Volunteer Fire Department  
Attn: Deputy Chief Daniell  
2358 Bradway Road  
North Pole, AK 99705*

***Note: Include resume' with application***

**Resume' must include reference contact information**

<b>Position Posting:</b>	December 05, 2017
<b>Position Closed:</b>	5:00 p.m., December 15, 2017
<b>Review of Applications and Eligibility Notification:</b>	December 15, 2017
<b>Written Exam and Physical Ability (First Offering):</b>	December 18, 2017
<b>Written Exam and Physical Ability (Second Offering):</b>	December 19, 2017
<b>Review of Written Exam and Eligibility Notification:</b>	December 19, 2017
<b>Oral Interviews (First Offering):</b>	December 20, 2017
<b>Oral Interviews (Second Offering):</b>	December 21, 2017
<b>Applicant Scoring and Ranking:</b>	December 21, 2017

***Please note:***

These dates are subject to change to suit departmental needs. Candidates will be notified if the dates should change.

**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 fireground. 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 Scott 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 a Scott 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, coming in 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, pick up a 14-pound sledgehammer, stand on the roof prop and 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 of 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 comes in contact with 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.

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: \_\_\_\_\_



# Volunteer Fire Department 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 or without 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 (next page), what other experiences, skills or qualifications would especially fit you for work with our company?  
\_\_\_\_\_

POSITIONS APPLIED FOR 1. \_\_\_\_\_ 2. \_\_\_\_\_

Wage or salary desired? \$ \_\_\_\_\_ When can you start? \_\_\_\_\_



**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 \_\_\_\_\_



**Volunteer Fire Department**  
EMPLOYEE AUTHORIZATION  
TO RELEASE REFERENCE INFORMATION

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

to release the 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: \_\_\_\_\_