



JOB DESCRIPTION

FIREFIGHTER

Position: Firefighter - an at will, appointed position

- Fulfills the role of a Firefighter by responding to calls, suppressing fires, performing rescues, cleaning and caring for the department's facilities, apparatus, equipment, participating in life safety prevention programs and training as directed by the Fire Chief and or officers of the department.
- Follows and understands department policies, procedures, standard operating guides and other rules and regulations that govern and provide administrative guidance for the department.
- Attends and participates in department training.
- Attends and participates in department fundraising, public relations and prevention activities.
- Provides a positive and professional image to the members of the department, the public and toward other agencies to promote the betterment of the fire department.
- Maintains a level of fitness commiserate with the essential job functions of the position of Firefighter and demonstrates such as may be deemed necessary.
- Maintains facial hair so it does not conflict with the sealing of a self contained breathing apparatus.
- Maintains a current and valid Michigan driver license and vehicle insurance.
- Follows orders promptly and competently.
- Studies the fire and rescue service industry and is supportive of new practices.
- Performs duties as directed.

Minimum Requirements for Applicants:

- Possession of a High School Diploma or GED equivalent
 - Achieved the age of 18 years at time of hire.
 - Possession of a valid Michigan Driver License.
 - Successful completion of the North Berrien Fire Rescue Department's hiring program;
 - Completion of a Job Application Form
 - Successful completion of the Job Task Fitness evaluation
 - Successful completion of a department Criminal Background check
 - Successful completion of a department Personal Background check
 - Successful completion of a department Interview
 - Successful completion of a department Medical screening
 - Successful completion of a department Pre-employment Drug screen
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Application for Employment

EQUAL EMPLOYMENT EMPLOYER STATEMENT

The North Berrien Fire Rescue Department provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation national origin, age, marital status, ancestry, physical or mental handicap or disability, military status, special disabled veteran, or unfavorable military discharge in accordance with applicable federal laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, leaves of absence, compensation, and training.

PERSONAL INFORMATION

Name, Last: _____ First: _____ Initial: _____

Address: _____ City: _____ State / Zip: _____

Home Phone: _____ Cell Phone: _____

E-Mail: _____ Are you a US Citizen? _____

Date of Birth: _____ Social Security Number: _____

Have you previously been employed by the Coloma Hagar FD or North Berrien FD? _____

EDUCATION RECORD

Elementary	Last year Completed	Graduated	Diploma
_____	_____	_____	_____
High School	Last year Completed	Graduated	Diploma
_____	_____	_____	_____
College	Last year Completed	Graduated	Diploma
_____	_____	_____	_____
Other	Last year Completed	Graduated	Diploma
_____	_____	_____	_____



US ARMED FORCES / NATIONAL GUARD

US Armed Forces Service: Yes _____ No _____ Start / End _____

Branch of Service: _____ Discharge Status: _____

BACKGROUND

Have you ever been convicted of a crime? Yes _____ No _____

If so, explain: _____

Have you ever been convicted of a felony? Yes _____ No _____

If so, explain: _____

Have you ever refused a fidelity bond? Yes _____ No _____

Do you possess a valid driver's license? Yes _____ No _____

State: _____ License #: _____

Have you ever been convicted of a DWI? Yes _____ No _____

If so, explain: _____

Have you ever been convicted of reckless driving? Yes _____ No _____

If so, explain: _____

Has your driver's license ever been revoked? Yes _____ No _____

If so, explain: _____

EMPLOYMENT STATUS (list from most current)

May we contact your current employer for a reference? Yes _____ No _____

Name & Address	Start / End	Supervisor Name
_____	_____	_____

_____	Reason for leaving	_____
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Name & Address	Start / End	Supervisor Name
_____	_____	_____

_____	Reason for leaving	_____
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Name & Address	Start / End	Supervisor Name
_____	_____	_____
_____	Reason for leaving	_____
_____	_____	_____

Name & Address	Start / End	Supervisor Name
_____	_____	_____
_____	Reason for leaving	_____
_____	_____	_____

How much time have you missed from work during the last two years? _____

Explain: _____

Have you been discharged from any position? Yes _____ No _____

Is this a complete list of your past employment? Yes _____ No _____

SPECIALIZED TRAINING / CERTIFICATIONS

List any other specialized training / certification you possess. _____

REFERENCES List three references (not relatives or former employers) that we may contact.

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____



**North Berrien
Fire Rescue**

Connect With Us At....

www.nbfr.org

*Respond,
Solve Problems,
Be Nice*

P.O. Box 654, 170 Washington Street, Coloma, MI 49039 Office: 269.468.4412 Fax: 269.468.4413

AUTHORIZATION AND UNDERSTANDING

Upon signing and initialing this application I represent that all of the information now or hereafter given by me in support of my application for employment is true and complete. (____)

I authorize the North Berrien Fire Rescue Department or its representatives to verify any information concerning my employment, education, driving, credit, criminal and other personal references and data as may be pertinent to my character with appropriate individuals, companies, institutions or agencies. (____)

I authorize any agency used to investigate my prior employment and statements in this application to release such information as may be required by the North Berrien Fire Rescue Department or its representatives. (____)

I hereby release the North Berrien Fire Rescue Department or its representatives from any liability whatsoever as a result of any such disclosures. (____)

I agree that any false information in support of this application may subject me to discharge at any time during my employment. (____)

Print Name: _____ Date: _____

Signature: _____ Witness: _____



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ELIGIBILITY REQUIREMENTS FOR THE POSITION OF FIREFIGHTER

I agree and shall be bound by the rules, employment policies, operating guidelines, terms and conditions of employment of the North Berrien Fire Rescue Department. (____)

I understand the position of Firefighter that I am applying for is an “at will” employee and that I may be terminated at any time with or without cause. (____)

I agree that I will become a certified Michigan Firefighter II within two years of employment. (____)

I agree that I will attend training and participate in training as directed. (____)

I agree that I will respond to emergency and non-emergency calls as directed and will follow all orders, policies and procedures as directed. (____)

I agree that I will reside within the response area and or an adjacent township of the response area of the North Berrien Fire Rescue Department. (____)

I agree that I will notify the Fire Chief or any changes in residency, change in address, telephone numbers and driving license status within 48 hours of a change. (____)

I agree to support the North Berrien Fire Rescue Department, its officers and board to provide a positive and supportive public image. (____)