

NATRONA COUNTY FIRE DISTRICT

Employment Application Information

Mission Statement: *The Natrona County Fire Protection District is devoted to protecting lives and property by providing professional emergency services to our community, our visitors, and our neighbors with dedication, compassion and pride.*

Firefighting is an extremely hazardous, physically demanding and stressful occupation. Firefighters work indoors and outdoors in all weather conditions: extreme cold, blizzards to intense summer heat. Occupational hazards include but are not limited to intense fire, heat and smoke; hazardous by-products of fire; falling debris; structural collapse; hazardous materials; long and arduous hours; intense emergency situations; extreme heights; sharp objects; hysterical, distraught or suicidal people; driving emergency vehicles, driving in inclement weather, and long-distance driving.

Firefighters are required to bend, stoop, crawl, reach, run, jump and crouch while wearing heavy restrictive protective gear and carrying and utilizing heavy equipment, and to work quickly on steep, slippery, uneven and unbalanced conditions and terrain. Firefighters shall also be able to communicate effectively in reading and writing, especially with computers, and in person and verbally using telephones and radios. Firefighters should expect and may work long arduous hours beyond scheduled shifts. Firefighters may travel around the country on 14-day assignments or longer to assist during national emergencies and larger wildland fires.

Position Information: Natrona County Fire Protection District maintains an open application process and is continually accepting applications. Applications can be picked up in person at Fire Station 7 or are available online at natrona.net. Completed applications can be returned to Fire Station 7, Monday through Friday between the hours of 8:00am-4:30pm or sent to the email provided in the application. Applications will be kept on file for a duration of 2 years from date the application was received. Updating applications on a yearly basis is required to maintain currency of information.

Once a vacant position becomes available, the Fire Chief will create a 5-person hiring board made up of on-line crew members as well as administrative personnel. Once the interviews have been completed a hiring list will be created of the top 5 candidates based on the hiring board's recommendations. The list will be presented to the Fire Chief for final review and Chiefs interviews.

The Fire Chief will make the final selection from the hiring list and the selected candidate(s) will be given a conditional offer of employment. This offer is contingent on successful completion of required pre-employment physical, drug screening and background check. Pending the results of these tests the candidate(s) will be required to complete the combat test in full bunkers, SCBA and off air in a time of under 7 minutes.

After successful completion of the required steps a candidate will be offered a probationary firefighter position at Natrona County Fire Protection District. Probationary firefighters will need to complete the NCFPD Probationary Firefighter Academy or equivalent based on qualifications and the Fire Chief's approval. Upon successful completion of the fire academy, the probationary firefighter will be assigned a shift and station in which they will complete their probationary period. The probationary period will last for 1 year from hire date. The probationary period may be extended for any reason at the discretion of the Fire Chief. During the probationary period, employment may be terminated without reason by the Fire Chief.

Minimum Requirements:

- Must possess and maintain a valid driver's license
- Must be 21 years of age
- Must live within a 30-minute response time of a NCFPD fire station
- Pass a background check and driving record check
- Pass a pre-employment physical exam and drug screen
- Successful completion of probationary period
- Must be able to obtain a Wyoming EMT-B or Nationally Registered EMT-B or higher by probationary years end

Preferred Qualifications:

- Structure Firefighter I (FFI) or higher
- EMT Basic or higher
- HazMat Awareness/Operations/Technician
- ICS-100/ICS-200/NIMS 700 (FEMA)
- Wildland Firefighter (FFT2) or higher
- Red Card S-130/190 & L-180
- Wyoming Class B or higher Driver's License

PLEASE FILL OUT THE APPLICATION IN ITS ENTIRETY.

References

Please list three professional references.

Full Name: Relationship:
Company: Phone:
Address:

Full Name: Relationship:
Company: Phone:
Address:

Full Name: Relationship:
Company: Phone:
Address:

Previous Employment

Please list below all present and past employers, starting with you **MOST RECENT**, employer. Account for all periods of unemployment. You must complete this section even if attaching a resume.

Employer #1

Company: Phone:
Address: Supervisor:
Job Title: Starting Salary:\$ Ending Salary:\$
Responsibilities:
From: To: Reason for Leaving:
YES NO
May we contact your previous supervisor for a reference?

Employer #2

Company: Phone:
Address: Supervisor:
Job Title: Starting Salary:\$ Ending Salary:\$
Responsibilities:
From: To: Reason for Leaving:
YES NO
May we contact your previous supervisor for a reference?

Employer #3

Company:

Phone:

Address:

Supervisor:

Job Title:

Starting Salary:\$

Ending Salary:\$

Responsibilities:

From:

To:

Reason for Leaving:

YES

NO

May we contact your previous supervisor for a reference?

Employer #4

Company:

Phone:

Address:

Supervisor:

Job Title:

Starting Salary:\$

Ending Salary:\$

Responsibilities:

From:

To:

Reason for Leaving:

YES

NO

May we contact your previous supervisor for a reference?

Employer #5

Company:

Phone:

Address:

Supervisor:

Job Title:

Starting Salary:\$

Ending Salary:\$

Responsibilities:

From:

To:

Reason for Leaving:

YES

NO

May we contact your previous supervisor for a reference?

Military Service

Branch:

From:

To:

Rank at Discharge:

Type of Discharge:

If other than honorable, explain:

Additional Information

List any professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status.

List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:

LANGUAGES	<i>Fluent</i>	<i>Good</i>	<i>Fair</i>
<i>Speak</i>			
<i>Read</i>			
<i>Write</i>			

Identify formal job training that relates to this position:

Identify what skills or certification you possess related to this position:

If you are hired, what value would you add to our Fire District?

Describe what you believe are the most unique features of your work history:

Additional space has been provided here to expand on any points or questions asked previously in this application. If adding further pages, please attached between this page and the disclaimer and signature page.

Disclaimer and Signature

I attest that I have read and understand the above information and that I meet the basic requirements of this position for which I am applying. Furthermore, I hereby certify that all of the information given on this application hereafter is true and correct to the best of my knowledge and I understand that any false information given on this application shall constitute cause to withdraw the application from consideration for any position with the Natrona County Fire District or termination from the Natrona County Fire District.

Inquiries to past residences, past or current employment, references, job performance, and all other aspects of this application will be conducted. Current employers will only be contacted with your affirmative notation on this application. I release the Natrona County Fire District and any past or current employers and other individuals contacted from any liability for release of information regarding my employment and other information obtained.

Applicant Printed Name:

Applicant Signature: _____

Date Signed

The Natrona County Fire District does not discriminate against gender, race, religion, national origin, ancestry, age or any other protected status. The Natrona County Fire District is an equal opportunity employer.