

# O'FALLON FIRE PROTECTION DISTRICT

111 LAURA K DRIVE, O'FALLON MO 63366

(636) 272-3493

(636) 240-5312

Fax (636) 272-7857

## BOARD OF DIRECTORS

William Laughlin  
Matthew Simmons  
Matthew Gober



FIRE CHIEF  
Thomas Vineyard

October 2017

Dear Applicant:

Thank you for your interest in becoming a Firefighter/EMT-P for the O'Fallon Fire Protection District. Enclosed, you will find an application packet consisting of the following:

- An Application for Employment
- A list of minimum qualifications/requirements needed to apply
- A list of mandatory documents that must accompany the application (check list provided)
- A list of conditions that must be agreed-to for continued employment
- A summary of benefits

Please pay close attention to all documentation that must accompany the application as no application will be accepted that is deemed incomplete.

Completed Application Packets must be returned to the Administration Office, 111 Laura K Drive, Monday through Friday, between the hours of 0800 and 1600.

Deadline for submission of your completed Application Packet is 1600 hours, Friday, October 13, 2017. The O'Fallon Fire Protection District is not responsible for any correspondence or mail that is lost or misdirected, or received after October 13, 2017, 1600 hours CST.

Successful applicants will be notified by letter which will be mailed to the address provided in the application.

Sincerely, Yours,

*Tom Vineyard*

Thomas Vineyard  
Chief of the District

*"Committed to Protecting our Community"*



**O'FALLON FIRE PROTECTION DISTRICT**  
111 Laura K Drive, O'Fallon, MO 63366 636-272-3493 (Fax: 636-272-7857)  
**APPLICATION FOR EMPLOYMENT**

*O'Fallon Fire Protection District is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, marital or veteran status, sexual orientation, religion, creed, ancestry or national origin, or disability.*

**PERSONAL INFORMATION** Complete **all** applicable information. **PRINT**

Full Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Primary Phone ( ) \_\_\_\_\_ Alternate Phone ( ) \_\_\_\_\_  
Are you a citizen of the United States?  YES  NO Are you 18 years of age or older?  YES  NO  
Are you legally authorized to work in the United States?  YES  NO  
Position you are applying for: \_\_\_\_\_ Date available to begin work? \_\_\_\_\_  
Are you willing to work:  Full Time  Weekends  Evenings  Nights  
Have you ever applied for employment with O'Fallon Fire Protection District?  YES  NO  
If YES. When? \_\_\_\_\_

**EMPLOYMENT HISTORY** List below last three employees, starting with the most recent one first. **PLEASE PRINT**

Present or Last Position: _____	Name of Company _____
From: Mo/Yr _____	To: Mo/Yr _____
Street Address _____	City _____ State _____ Zip _____
Duties: _____	
Reason for Leaving: _____	
Starting Annual Salary \$ _____	Final Annual Salary \$ _____ Bonus \$ _____ Commission \$ _____
May we contact your supervisor: <input type="checkbox"/> YES <input type="checkbox"/> NO (If No, Why?) _____	
Name of Supervisor _____	Title _____ Phone# ( ) _____
Present or Last Position: _____	Name of Company _____
From: Mo/Yr _____	To: Mo/Yr _____
Street Address _____	City _____ State _____ Zip _____
Duties: _____	
Reason for Leaving: _____	
Starting Annual Salary \$ _____	Final Annual Salary \$ _____ Bonus \$ _____ Commission \$ _____
May we contact your supervisor: <input type="checkbox"/> YES <input type="checkbox"/> NO (If No, Why?) _____	
Name of Supervisor _____	Title _____ Phone# ( ) _____
Present or Last Position: _____	Name of Company _____
From: Mo/Yr _____	To: Mo/Yr _____
Street Address _____	City _____ State _____ Zip _____
Duties: _____	
Reason for Leaving: _____	
Starting Annual Salary \$ _____	Final Annual Salary \$ _____ Bonus \$ _____ Commission \$ _____
May we contact your supervisor: <input type="checkbox"/> YES <input type="checkbox"/> NO (If No, Why?) _____	
Name of Supervisor _____	Title _____ Phone# ( ) _____

High School or GED	Address	City	State	Completed	Subjects Studied
College	Address	City	State	Degree	Major GPA
College	Address	City	State	Degree	Major GPA
Graduate School	Address	City	State	Degree	Major GPA
Other	Address	City	State	Degree	Major GPA

**MILITARY HISTORY PLEASE PRINT**

Have you ever been in the armed forces? \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_  
 Are you now a member of the National Guard? \_\_\_\_\_ Specialty \_\_\_\_\_  
 Type of duties performed and/or special training \_\_\_\_\_  
 Did you receive an Honorable Discharge? \_\_\_ YES \_\_\_ NO

**REFERENCES PLEASE PRINT**

List three references other than relatives or previous employers:

NAME	ADDRESS	CITY/ STATE	PHONE #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**GENERAL PLEASE PRINT**

1. Are you Missouri State Certified Fire **Fighter I & II**? \_\_\_ YES \_\_\_ NO  
 If YES, where did you obtain your training? \_\_\_\_\_

2. Are you a Missouri State Licensed Emergency Medical Technician/Paramedic (**EMT-P**)? \_\_\_ YES \_\_\_ NO

3. Do you hold current certifications for: **ACLS**? \_\_\_ YES \_\_\_ NO; **PALS**? \_\_\_ YES \_\_\_ NO;  
**PHTLS**? \_\_\_ YES \_\_\_ NO

4. Do you hold a **CPAT** certification? \_\_\_ YES \_\_\_ NO

5. Do you have a valid Drivers License? \_\_\_ YES \_\_\_ NO State \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Drivers License # \_\_\_\_\_ Drivers License Class \_\_\_\_\_ Endorsements \_\_\_\_\_

Have you ever been convicted of a misdemeanor crime? \_\_\_ YES \_\_\_ NO

Please list any Professional Certifications or Honors not stated above that relate to the position you are applying for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The following documents are to be made available upon request:**

- \* Copies of all degrees or transcripts
- \* Copy of valid driver's license
- \* EMT-P License
- \* Copy of high school diploma or G.E.D.
- \* Missouri State Fire Fighter I & II Certification
- \* CPAT/ ACLS/ PALS/ PHTLS Certifications

*O'Fallon Fire Protection District is an Equal Opportunity Employer*



### ACKNOWLEDGEMENT

#### ***PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY***

The above information is true and correct. I understand that the hiring process will be terminated, or in the event of my employment by the O'Fallon Fire Protection District, I shall be subject to dismissal, if any information that I have given in this application, the background release form, in any resume or interview or any part of the hiring process is false or misleading or if I have failed to give any information herein requested, or if I have withheld relevant information, regardless of the time elapsed after discovery. \_\_\_\_\_ **(initial)**

I authorize the O'Fallon Fire Protection District (District) to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the District and will hold the District and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. \_\_\_\_\_ **(initial)**

I understand that nothing in this employment application or the granting of an interview is intended to create an employment contract between myself and the O'Fallon Fire Protection District, and that I am not obligated to accept employment if offered. \_\_\_\_\_ **(initial)**

I understand any offer of employment made to me by the District is contingent on my successful completion of a drug test; background checks; driving records check; police records checks for convictions of a crime, physical examination and agility testing intended to ensure that I am able to perform the essential physical functions of the position for which I am applying, with or without reasonable accommodation. By signing this agreement, I consent to undergo pre-employment drug screening, and appropriate medical and physical agility examinations. \_\_\_\_\_ **(initial)**

I understand that any offer of employment is contingent on the completion of pre-employment tests and documentation. I will, upon request, sign all necessary consent forms. \_\_\_\_\_ **(initial)**

I hereby acknowledge that I have read and agree to the above statements.

\_\_\_\_\_  
**(Signature)** **Date:** \_\_\_\_\_ **Year** \_\_\_\_\_

# O'FALLON FIRE PROTECTION DISTRICT

111 LAURA K DRIVE, O'FALLON MO 63366

(636) 272-3493

(636) 240-5312

Fax (636) 272-7857

## BOARD OF DIRECTORS

William Laughlin  
Matthew Simmons  
Matthew Gober



## FIRE CHIEF

Thomas Vineyard

## O'FALLON FIRE PROTECTION DISTRICT QUALIFICATIONS AND REQUIREMENTS FOR EMPLOYMENT AT TIME OF APPLICATION

- Applicant must be twenty-one (21) years of age
- High School Graduate, GED, or other State Education Requirement Certification
- Valid Driver's License
- United States Citizen
- Current Missouri State or National Registry Emergency Medical Technician/Paramedic License (EMT-P)
- Current Advanced Cardiac Life Support (ACLS) Certification
- Current Pediatric Advanced Life Support (PALS) Certification
- Current Pre Hospital Trauma Life Support (PHTLS) Certification OR International Trauma Life Support (ITLS) Provider certification
- Firefighter I & II certification through the Missouri Division of Fire Safety
- Candidate Physical Agility Test (CPAT) certification (certification needed at time of employment offer)
- Satisfactory driving record with no convictions of DUI/DWI within three (3) years of application
- Police record/criminal history check from Missouri State Patrol or State Police from state of residence.

*"Committed to Protecting our Community"*



# O'FALLON FIRE PROTECTION DISTRICT

111 LAURA K DRIVE, O'FALLON MO 63366

(636) 272-3493

(636) 240-5312

Fax (636) 272-7857

## BOARD OF DIRECTORS

William Laughlin  
Matthew Simmons  
Matthew Gober



FIRE CHIEF  
Thomas Vineyard

## O'FALLON FIRE PROTECTION DISTRICT MANDATORY DOCUMENTATION CHECKLIST

- High School Diploma, GED, or State Education Requirement Certification
- Current Driver's License
- Current Emergency Medical Technician/Paramedic (EMT-P) License
- Current Advanced Cardiac Life Support (ACLS) Certification
- Current Pediatric Advance Life Support (PALS) Certification
- Current Pre Hospital Trauma Life Support (PHTLS) Certification OR International Trauma Life Support (ITLS) Provider Certification
- Missouri Division of Fire Safety Firefighter I & II Certificates
- Candidate Physical Agility Test (CPAT) certification (must have at time of employment offer)
- Driver's License check showing any/all past convictions and current point accumulation total
- Missouri State Patrol or State Police in state of residence Records Check showing any/all convictions or court actions pertaining to you.
- Military History Records Check (if applicable) showing dates of service, character of service and any disciplinary actions.
- Completed enclosed applications form
- Return this form with all applicable boxes checked

*"Committed to Protecting our Community"*

# O'FALLON FIRE PROTECTION DISTRICT

111 LAURA K DRIVE, O'FALLON MO 63366

(636) 272-3493

(636) 240-5312

Fax (636) 272-7857

## BOARD OF DIRECTORS

William Laughlin  
Matthew Simmons  
Matthew Gober



FIRE CHIEF  
Thomas Vineyard

## O'FALLON FIRE PROTECTION DISTRICT CONDITIONS OF EMPLOYMENT

As a condition of continued employment with the O'Fallon Fire Protection District, an employee shall maintain the following:

- Valid Missouri or National Registry EMT-P License
- Valid Vehicle Operators License
- Adequate physical/medical condition to perform all aspects of their employment classification as determined by annual medical and/or physical evaluations
- Perform in accordance with the rules, standard operating guidelines, policies, medical control protocols and collective bargaining agreement.

NAME: \_\_\_\_\_ (print)

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

*"Committed to Protecting our Community"*

# O'FALLON FIRE PROTECTION DISTRICT

111 LAURA K DRIVE, O'FALLON MO 63366

(636) 272-3493

(636) 240-5312

Fax (636) 272-7857

## BOARD OF DIRECTORS

William Laughlin  
Matthew Simmons  
Matthew Gober



FIRE CHIEF  
Thomas Vineyard

## O'FALLON FIRE PROTECTION DISTRICT LIST OF CURRENT BENEFITS

- Insurance: Medical, Dental, Vision, Disability, Life, EAP
- Vacation
- Clothing Allowance
- Longevity Pay
- Educational Benefits
- Physical Fitness Program
- Pension
- Optional 457 Plan

*"Committed to Protecting our Community"*