



ELKHORN AREA FIRE DEPARTMENT



Emergency 9-1-1

Serving the City of Elkhorn and the Towns of Geneva, LaFayette, and Sugar Creek.

Fire Chief Rod Smith

Dear Applicant,

Thank you for your interest in applying for employment with the Elkhorn Area Fire Department. Our department provides Fire and Emergency Medical Service response to the City of Elkhorn and Towns of Geneva, LaFayette and Sugar Creek. We respond to approximately 1,800 EMS calls and 450 fire calls annually. We currently rely on Paid on Premise (POP) and Paid on Call (POC) staff for call response. In addition to calls for emergency services, we provide extensive non-emergency services throughout our response area.

The minimum requirements for potential hire for a full-time position include:

- Wisconsin license as a Paramedic (will consider Advanced EMT who has an interest in becoming a Paramedic)
- Wisconsin certified Firefighter I or higher
- Valid Wisconsin drivers license

The minimum requirements for potential hire for a part-time position are reduced and do not require current EMS licensure or fire certification.

Our application process has several steps. Your first step is to complete and return the application along with all additional required documents. Those documents are identified on the "Complete Application Submission Verification" form included in this packet which also must be signed and returned. Once a completed application has been received, the following process will be followed.

- The received application will be reviewed.
- Those applicants chosen to be advanced will be notified of a date for a written test and physical agility test.
- Those applicants who successfully complete the written **AND** physical agility test will be notified of a date for a scheduled interview.
- Following that interview, applicants chosen to be advanced will have a background investigation completed.
- Those applicants chosen to be advanced will have an interview with the Police and Fire Commission.
- Following that interview, conditional offers of employment will be extended. Prior to actual hire, all offers of employment are contingent on a successful drug screen and Pre-employment Health Physical.

Upon hire, all employees complete a 12 month probationary period.

On behalf of the Elkhorn Area Fire Department, thank you for your interest and we wish you success in your hiring process. Please do not hesitate to contact me at (262) 723-2277 if you have any questions.

Sincerely,

Rod Smith
Fire Chief



Elkhorn Area Fire Department Application for Employment

Position Applying For: (please mark one with an X)

Full-time: _____

or

Part-time / Paid -on-call: Fire-Fighter _____ EMT _____ Both _____

Please fill out this application completely. All questions must be answered truthfully. False statements or omissions will be cause for disqualification. The City of Elkhorn is an equal opportunity employer and does not discriminate against any person in essence of sex, race, color, creed, religion or nationality.

Name _____
Last First Middle Initial

Address _____
Street City State

Home/Cell Phone _____ **Work Phone** _____

E-mail address(s) _____

The following information is for verification of identity and criminal history only. It is not used to otherwise evaluate your application.

Social Security Number ____ - ____ - ____ **Date of Birth** _____
This information is used to verify identity and criminal history only

Valid Driver's License Number _____ **State** _____

List All Past Nicknames, aliases or maiden names:

Please list your prior addresses for the last 5 years, with the most recent first.

1. _____
2. _____
3. _____
4. _____

EMPLOYMENT HISTORY

Current Employer: _____

Employer's Address: _____

Hours Worked per Week: _____ Years at Job: _____

Primary Job Duties: _____

Other Previous Employer's Name and Address (if less than five years at present Job)

EDUCATION AND TRAINING

High School(s) _____

Dates Attended _____ Graduate? _____

College or Technical _____

Dates Attended _____ Graduate? _____

Primary Courses of Study/Degree Awarded _____

College or Technical _____

Dates Attended _____ Graduate? _____

Primary Courses of Study/Degree Awarded _____

Fire and/or EMS Affiliations/Training (Please attach all licenses and certificates)

Have you been with another fire and/or rescue department? Yes ____ No ____

Name of Department _____

Years Served _____ Supervisor _____

Name of Department _____

Years Served _____ Supervisor _____

Are you currently CPR Certified? Yes ____ No ____

Are you currently Wisconsin EMT Licensed? Yes ____ No ____

License Level _____ License Number _____

Firefighter Certified Yes ____ No ____ Level _____ State _____

Date of Certification _____

Other Fire and EMS Training

Please include any other training/certifications you have obtained including Fire Inspector, Hazardous Materials, Technical Rescue, or other Fire-EMS Related Training.

References

May we contact these references? Yes ____ No ____

Please list three references that are not relatives and one of which is/was a co-worker or supervisor.

1. _____
Name Address Phone

How Acquainted and How Long Acquainted

2. _____
Name Address Phone

How Acquainted and How Long Acquainted

3. _____
Name Address Phone

How Acquainted and How Long Acquainted

Traffic Violations

Please list and provide a brief explanation including dates of all traffic violations in the last 5 years. Attach an extra sheet if necessary. If none, please check _____.

Has your driver's license ever been suspended or revoked? Yes ____ No ____ If yes, please explain your answer.

Criminal Background

A criminal record does not automatically bar you from employment, unless it is a felony.

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

Have you ever been convicted of a misdemeanor? Yes ____ No ____

Please list convictions, dates of conviction and explain any **YES** answers.

Please read the following carefully and sign on the line below.

I understand that intentional omissions or falsifications will result in the denial of this application and/or dismissal.

I agree to abide by all rules and regulations of the Elkhorn Area Fire Department set forth in policies, standard operation guidelines, as well as official direction and orders.

I agree to abide by policies and protocols set forth by our Medical Director and Medical Control Hospital and follow orders of medical direction at all times (For EMS/Technical Rescue Personnel).

I understand that deviation from policies and procedures as listed above may result in discipline and/or termination

I hereby give the Elkhorn Area Fire Department and/or the Elkhorn Police Department permission to conduct background checks into personal, professional, educational, motor vehicle and criminal records and interviews for purposes of verification and inquiry. I indemnify and hold harmless the Elkhorn Area Fire Department, and/or the Elkhorn Police Department in pursuit of such information.

I swear, under the penalty of perjury, the information is complete and correct to the best of my knowledge. By signing below, I agree to all of the terms above and wish to submit my application for consideration of hire by the City of Elkhorn. **By not signing, your application will not be considered.**

Signature of Applicant

Date

INTERNAL USE ONLY

Application received by:

Fire Chief _____ Date _____

EMS Division Chief _____ Date _____

Application Review

Driving Record _____

Criminal History _____

Information Verification _____

References _____

Interview Results: First Date _____ PFC Date _____

ACCEPTED _____ DENIED _____

Applicant Notified Date: _____ Method: _____

If hired, start date: _____



ELKHORN AREA FIRE DEPARTMENT COMPLETED APPLICATION SUBMISSION VERIFICATION CHECK LIST

Please make certain all requirements are met and/or included before submitting your application. This form must be submitted with your completed application and all requested documents.

APPLICATION

- Application is complete, thorough and accurate. Applications will be reviewed and errors, omissions and incomplete information will result in disqualification.
- Application is signed and dated.

REQUIRED DOCUMENTS TO BE SUBMITTED

Licensure, Certification, Education and Training

- Wisconsin EMS License - Paramedic (Advanced EMT, if applicable)
- Current BLS Certification card
- Current ACLS Certification Card
- Wisconsin Firefighter 1 or higher certificate(s)
- Any additional certification or education verification documentation

Drivers License / Criminal Record/ Sex Offender Registry

- If your driver's license has been suspended or revoked in the last ten (10) years **OR** you have been convicted of Operate a Motor Vehicle While Intoxicated **OR** Prohibited Alcohol Content, **YOU MUST SUBMIT A CURRENT DRIVERS LICENSE ABSTRACT**. That is available at <http://wisconsindot.gov/Pages/online-srvcs/online.aspx>
 - Not applicable (no Drivers License Abstract required)
- Wisconsin criminal history - CCAP Self-Disclosure Report. That is available at <https://wcca.wicourts.gov/index.xsl>
- Wisconsin Sex Offender Registry Report. That is available at <https://offender.doc.state.wi.us/public/>

I verify the submitted application is complete, thorough and accurate and all requested documents as listed above are included.

Signature of applicant