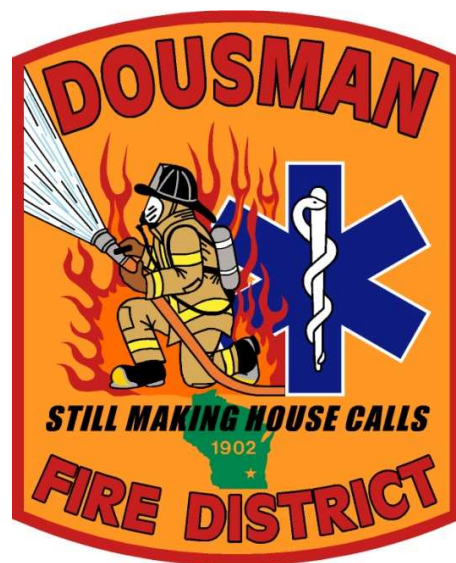


# **Dousman Fire District Application for Employment**

Firefighter/EMT



[www.dousmanfd.org](http://www.dousmanfd.org)

**Village of Dousman  
Town of Ottawa  
Village of Summit**

# IMPORTANT INFORMATION

You **MUST READ** this before continuing  
with the application!

Completing this application is your **FIRST STEP** in consideration as an applicant. The application serves as a way to determine *if you can follow directions!*

**YOU MUST** follow these directions:

1. Complete all questions and fill in all blanks on the forms.
2. Turn in **EVERY** document required **WITH THE APPLICATION**. An application will **NOT BE ACCEPTED** if **ANY** of the documents are missing.
3. All information must be **TRUTHFUL, ACCURATE, and UP-TO-DATE**.

## REMEMBER:

- If **ANY PORTION** of the application or the **REQUIRED** documentation is missing, the application will **NOT** be considered for employment until complete.
- If **ANY PORTION** of the application or the **REQUIRED** documentation is incorrect or false, the application will **NOT** be considered further for employment.

## **ABOUT THE DOUSMAN FIRE DISTRICT**

The Dousman Fire District provides fire, rescue, and emergency medical services to three municipalities in southwestern Waukesha County, Wisconsin: the Village of Dousman, the Town of Ottawa, and the Village of Summit. The Fire District serves approximately 8,000 residents and covers approximately 46 square miles.

The organization employs two full-time personnel and approximately 45 paid-on-call personnel. The Fire District operates out of the fire station at 107 S. Main Street in the Village of Dousman, and has two ambulances, one engine, one ladder truck, one heavy rescue truck, two tenders, one brush truck, one personnel van, one six-wheeled ATV, and one utility truck.

### **SALARY**

The starting hourly rate for a probationary paid-on-call Firefighter/EMT is \$8.00 per hour. After a one year probationary period, and certification as a Firefighter and/or EMT-Basic, the hourly rate increases to \$10.00-\$15.00 per hour. Additional hourly incentives are offered to those who obtain additional certifications.

### **BENEFITS**

Full-time personnel are offered a salary program, paid vacation, holidays, and sick leave, medical and life insurance, and participation in the State of Wisconsin's retirement system. Part-time and paid-on-call personnel are offered a competitive hourly rate with incentives for additional certifications, paid educational opportunities, membership in the Wisconsin State Firefighters Association and/or Wisconsin EMS Association, and access to the fire station's workout facilities.

### **TIME COMMITMENT**

Staying proficient as a Firefighter/EMT requires significant time and dedication to keep your skills sharp. Personnel are required at a minimum to attend 36 hours of all scheduled training annually. There are also skills requirements for both firefighters and EMTs which must be met on a yearly basis. In addition, paid-on-call EMTs must be available within the Fire District boundaries for 12 hours of weekday or weeknight on-call time per week, and 36-48 hours of weekend on-call time per month.

## TRAINING PROGRAM

New Firefighter/EMT training begins with courses taken at Waukesha County Technical College. Firefighters will be enrolled in the Firefighter I course which is approximately 130 hours. The course instructs the student in the basics of firefighting and provides the opportunity to demonstrate and practice the basic skills. The course is approximately 40% classroom instruction and 60% hands-on practical skills.

EMTs will be enrolled in the EMT-Basic course which is approximately 140 hours. The course gives students the skills to assess and manage all types of medical illnesses and traumatic injuries. CPR, airway management, bleeding and shock, emergency childbirth, and automatic external defibrillation are just a few of the topics covered. The course is approximately 120 hours in a classroom setting, and 20 hours of clinical experience at area hospitals.

For both courses, there are written and practical examinations that must be passed before a certification can be obtained.

## QUALIFICATIONS

Fighting fire, participating in medical calls, and rescue work are physically demanding duties. Candidates must be in excellent health and have no conditions which would restrict their ability to safely perform these duties. These conditions must be met at the time of application and must be maintained throughout the application process. Along with the physical requirements, other requirements are as follows:

- Minimum age: 18 (at the time that you apply)
- Must have a valid Wisconsin Driver's License, with a reasonable driving record and NO DWI/DUI convictions within three years of applying. *(DMV reports will be acquired during a background check and individuals with an excessively poor driving record and/or DWI/DUI convictions within three years will not be considered for hire.)*
- Must have a High School diploma or a GED equivalent.
- Must pass a physical examination and drug screen.
- Applicants must NOT have been committed or been convicted of a felony or serious misdemeanor. *(Criminal background checks will be run before a final job offer is made. The Dousman Fire District reserves the right to use a criminal background check as a tool in making final decisions with regard to hiring. The Fire District is a public service and must keep the public's best interests in mind.)*
- Must be a United States citizen or alien who can provide proof of identity and authorization to work in the United States.
- Residency: No residency requirements presently exist.

# EMPLOYMENT PROCEDURE

## 1. COMPLETE APPLICATION ACCURATELY

Applications can be picked up at the Dousman Fire District's fire station at 107 S. Main Street in the Village of Dousman, or printed from the Fire District's web site at [www.dousmanfd.org](http://www.dousmanfd.org).

You MUST furnish copies of your:

- Social Security card
- Driver's license
- High School diploma or GED equivalent
- College diploma (if applicable)
- Military discharge Form DD-214 (if applicable)

**Applications not complete with supporting documentation will not be considered until they are complete.**

## 2. PARTICIPATE IN AN ORAL INTERVIEW

After reviewing the application and supporting documentation, the applicant may be asked to participate in an in-depth oral interview with Fire District staff. A second interview may be required.

## 3. COMPLETE BACKGROUND CHECK, PHYSICAL EXAM, AND DRUG SCREEN

Once Fire District staff have discussed the oral interview results, selected candidates will then receive a job offer contingent on passing a thorough background investigation, physical examination, and drug screen. Those candidates will be scheduled for a complete physical examination and drug screen through Occupational Health. Upon satisfactory completion of the background check, physical exam, and drug test, a final offer of employment will be made and the candidate will be informed as to any further details needed.

# CHECK OFF SHEET

Tear off Pages 1-4 and keep for your records. Make one complete copy of the application after filling it out. Keep a copy for your records and turn in the original application and your other documentation.

<b>PAGE</b>	<b>REQUIRED INFORMATION</b>
<b>5</b>	<input type="checkbox"/> Investigation Authorization
<b>7</b>	<input type="checkbox"/> Personal Information
<b>8</b>	<input type="checkbox"/> Education and Training
<b>9</b>	<input type="checkbox"/> References (minimum of three)
<b>9</b>	<input type="checkbox"/> Employment History (minimum of 10 years)
<b>11</b>	<input type="checkbox"/> Criminal History
<b>11</b>	<input type="checkbox"/> Signature and Date

<b>REQUIRED DOCUMENTATION</b>
<input type="checkbox"/> Copy of Social Security Card
<input type="checkbox"/> Copy of Driver's License
<input type="checkbox"/> Copy of High School Diploma or GED Equivalent
<input type="checkbox"/> Copy of College Diploma (if applicable)
<input type="checkbox"/> Copy of Criminal History Records (if applicable)
<input type="checkbox"/> Military Discharge Form DD-214 (if applicable)

<b>ADDITIONAL DOCUMENTATION UPON JOB OFFER</b>
<input type="checkbox"/> Copy of State of Wisconsin EMT License or NREMT Certification (if applicable)
<input type="checkbox"/> Copy of CPR Certification (if applicable)
<input type="checkbox"/> Copy of Firefighter Certifications (if applicable)
<input type="checkbox"/> Copy of Driver/Operator Certifications (if applicable)

*NOTE: Out of state EMTs must possess NREMT certification in order to be eligible for Wisconsin licensure. Out of state firefighter and driver/operator certifications must contain an IFSAC seal.*

# AUTHORIZATION

## AUTHORIZATION AND RELEASE TO OBTAIN INFORMATION

I, \_\_\_\_\_, authorize the Dousman Fire District to conduct a personal background investigation with my application for employment.

This investigation may include information from educational institutions, physicians and/or medical records, insurance companies, police and/or court records, Department of Motor Vehicle records, listed personal references and/or developed references, previous employers and/or present employers, and other appropriate sources. Additionally, this information may include results of background investigations and psychological evaluations as well as information related to substance abuse.

I authorize the release of any information that the Dousman Fire District may request from the above sources. I further waive all rights to inspection or review of any information compiled pursuant to my application for employment.

I fully understand that all information gained from such investigations is confidential and will be released only to authorized persons in the employment process.

I agree to give any further information which may be required and hereby certify that there are no willful misrepresentations, omissions, or falsifications in any of the applications and/or documents furnished for the position, and/or answers to the questions. I am aware that should an investigation disclose any willful misrepresentations, omissions, or falsifications, my application may be rejected, or if already employed, my employment terminated.

I hereby release the Dousman Fire District or any of its agents or representatives and any persons so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, or other information for the investigation made by the Dousman Fire District.

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SIGNATURE OF APPLICANT

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DATE

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# EMPLOYMENT APPLICATION

It is the policy of the Dousman Fire District to hire and promote the best qualified individuals available. To this end, no person shall be refused employment, denied promotion or assignment, discharged, or otherwise discriminated against or given preference in any aspect of the employment relationship on the basis of race, gender, religion, age, political affiliation, national origin, sexual orientation, physical or mental disability, or any other non-job related factor, except when certain physical and mental requirements are occupational qualifications. IN AN EFFORT TO MAINTAIN A SAFE AND HEALTHY WORKPLACE, APPLICANTS CONSIDERED FOR EMPLOYMENT ARE TESTED FOR DRUGS.

**Please be sure you complete all sections of this application COMPLETELY, ACCURATELY, and LEGIBLY. This application will be used as part of the overall application process and should represent your best effort.**

Position applying for:
How did you find out about the position you are applying for?

Personal Information				
First Name	MI	Last Name	Suffix	
Address	City		State	ZIP
Daytime Phone		Cell Phone		
Email Address				
Date of Birth		Social Security Number		
List any other names by which you have been known on official records:				
Are you legally entitled to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you possess a valid WI Drivers License? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, License Number:				
Do you possess a valid WI Commercial Drivers License? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, check all that apply: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> H <input type="checkbox"/> N				

**Personal Information (continued)**

Special skills or qualifications that may apply to the position:

List any memberships in professional or technical associations:

Current certifications, licenses, or registrations as a member of a trade or profession:

**Education and Training**

*(Attach copies of diplomas and/or certificates)*

Name and Location of High School

Highest Grade or Year Completed:

Do you have a High School diploma or GED equivalent?

Yes  No

**Training Beyond High School (College or University, or other schools you have attended)**

<u>Name and Location</u>	<u>Dates Attended</u>	<u>Graduated?</u>	<u>Minor/Major</u>
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe any education and training which is not covered above, such as vocational school, correspondence courses, in-service training, or volunteer work which you feel is relevant to the job you are applying for:

### References

*(Minimum of three – do not list current or previous employers or relatives)*

<u>Name</u>	<u>Phone Number</u>	<u>Occupation</u>	<u>Years Known</u>

### Employment History

*(Minimum of 10 years – list most recent job first)*

Provide a complete description of your employment history for a minimum of 10 years, starting with your most recent job and work back. Be sure to include service in the Armed Forces. Explain any gaps between periods of employment. If more space is required, make additional copies of the form and attach to application.

<b>Name and Location of Employer</b>		<b>Type of Business</b>	
<b>Job Title</b>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<b>Dates Employed</b>	
		From:	To:
<b>Job Duties</b>			
<b>Supervisor's Name</b>		<b>Supervisor's Phone Number</b>	
<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Starting Salary</b>	<input type="checkbox"/> Per Hour <input type="checkbox"/> Per Year	<b>Ending Salary</b>
		<input type="checkbox"/> Per Hour <input type="checkbox"/> Per Year	<input type="checkbox"/> Per Hour <input type="checkbox"/> Per Year
<b>Reason(s) for leaving:</b>			

### Employment History (continued)

<b>Name and Location of Employer</b>		<b>Type of Business</b>	
<b>Job Title</b>		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<b>Dates Employed</b> From: _____ To: _____
<b>Job Duties</b>			
<b>Supervisor's Name</b>		<b>Supervisor's Phone Number</b>	
<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Starting Salary</b>	<input type="checkbox"/> Per Hour <input type="checkbox"/> Per Year	<b>Ending Salary</b>
<input type="checkbox"/> Per Hour <input type="checkbox"/> Per Year			
<b>Reason(s) for leaving:</b>			

### Employment History (continued)

<b>Name and Location of Employer</b>		<b>Type of Business</b>	
<b>Job Title</b>		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<b>Dates Employed</b> From: _____ To: _____
<b>Job Duties</b>			
<b>Supervisor's Name</b>		<b>Supervisor's Phone Number</b>	
<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Starting Salary</b>	<input type="checkbox"/> Per Hour <input type="checkbox"/> Per Year	<b>Ending Salary</b>
<input type="checkbox"/> Per Hour <input type="checkbox"/> Per Year			
<b>Reason(s) for leaving:</b>			

### Criminal History

The Fair Employment Act (Sections 111.31-111.395, Wis. Stats.) prohibits employment discrimination on the basis of conviction or arrest record unless the circumstances of the conviction or arrest substantially relate to the circumstances of the particular job or licensed activity. The information requested in this section may be used to determine whether an applicant should be accepted, accepted with limitations, or denied. The information you provide in this section will be verified against criminal information records. Failure to report required information on this form would be considered a false statement on this application.

<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Have you ever been convicted of any felony or misdemeanor offense(s) in Wisconsin or in any other state OR do you have any felony or misdemeanor offense(s) pending against you at this time?</b> If yes, list each offense below and provide the following information for each offense: copies of the police report or criminal complaint/information, judgment of conviction and sentence, verification of your compliance with all terms of each sentence, including chemical dependency assessments if ordered by the court, and verification of your compliance/completion of probation or parole.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Within the last 10 years, has your driver's license been suspended, revoked, or withdrawn in Wisconsin or in any other state OR do you have current pending charges that may result in the suspension, revocation, or withdrawal of your driver's license?</b> If yes, list each offense below and provide a current driver abstract obtained from the Department of Transportation (DOT).</p>

**List all arrest(s), conviction(s), or offense(s), including dates and statuses:**

**CAREFULLY READ THIS APPLICATION AND YOUR ANSWERS, AND  
THE DECLARATION BELOW BEFORE SIGNING.**

I have read all material in the application packet. I certify that all statements made in this application and any other materials completed or furnished as part of this application process are true, complete, and accurate to the best of my knowledge and belief. I further understand that any false statements or omitted information shall be considered sufficient cause for employment disqualification, or if already employed, termination.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

***Admin Use Only***

<b>(1) Interviewed By</b>		<b>(1) Date Interviewed</b>	
<b>(2) Interviewed By</b>		<b>(2) Date Interviewed</b>	
<b>Notes, Comments, and Recommendations</b>			
<b>Hire Date</b>		<b>Will Report On Date</b>	
<b>Job Title</b>	<b>Salary/Hourly Rate</b>	<b>Employee Number</b>	