



SPRING LAKE PARK – BLAINE – MOUNDS VIEW
FIRE DEPARTMENT
1710 COUNTY HWY 10
SPRING LAKE PARK, MN 55432
763-786-4436



Volunteer Fire Corps

Application Packet

Dear Applicant,

Thank you for your interest in the position of Volunteer Fire Corps with the SBM Fire Department. This packet contains all of the information regarding our hiring process, the job duties of a Volunteer Fire Corps, and the required application materials. The SBM Fire Department is glad that you have pursued this opportunity and we want to help you become successful. If you have any questions about the material included in this packet or general concerns, please contact Support Services Supervisor Tony Scavo.

Thank you for *answering the call*.

Sincerely,

Anthony (Tony) Scavo

Support Services Supervisor / Captain 10

**Spring Lake Park – Blaine – Mounds View
Fire Department**

1710 County Hwy 10 Spring Lake Park, MN 55432

p: (763) 786-4436 m: (612) 695-0764

www.sbmfire.org

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POSITION TITLE:

Volunteer Fire Corps

GENERAL DUTY STATEMENT:

To heighten the awareness of fire preventions and personal safety in the community, by enhancing the role of the Spring Lake Park Fire Department through volunteer work.

COMPENSATION:

OVERSEEING POSITION:

Support Services Supervisor

POSITIONS SUPERVISED:

None

MINIMUM REQUIREMENTS:

- H.S. Diploma or GED equivalent.
- Must be at least eighteen (18) years of age.
- Must possess and maintain a valid Minnesota Driver's License.
- Basic computer skills.

DESIREABLE QUALIFICATIONS:

Understanding of Public Safety.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and processes for providing exceptional customer service.
- Knowledge of driver safety and the importance of maintaining a safe driving record.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Adjust actions in relation to a changing problem and others' actions in a high stress environment.
- Monitoring/Assessing performance of yourself and others to make improvements or take corrective action.
- Actively looking for ways to help others.
- Teaching others how to do something well.
- Considering the relative costs and benefits of potential actions to choose appropriately.
- Selecting and using training/instructional methods and procedures appropriately.
- Ability to manage one's own time effectively.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to establish effective working relationships with staff members, other agencies, and the general public.
- Ability to think and act effectively in emergency situations compounded with intense s
- Ability to apply general rules to specific problem to produce effective answers and solutions.

EDUCATION AND EXPERIENCE:

H.S. Diploma or GED equivalent. Post-secondary education no required.

GENERAL COMPETENCIES AND CULTURAL FIT:

The SBM Fire Department prides itself in being one of the most progressive and well-respected departments in the State of Minnesota. The fire and medical service is a dynamic and ever-changing environment; therefore, training and education is a major part of your time as a member of the SBM Fire Department. It is important that you understand this and are willing to take on that responsibility. As a family environment, it is also extremely important that you are supported by a strong network in your personal life. The commitment and dedication required to this service is unparalleled. While we do not profile for a typical volunteer candidate, there are characteristics that will benefit you throughout this process. The successful candidate is rooted in the community and typically works another full-time occupation. The successful candidate is committed to his or her personal health. The successful candidate is driven, trustworthy, honest, committed, loyal, helpful, friendly, joyful, respectful, courageous, brave, self-motivated, calm, dependable, sensitive, humble, empathetic, a team player and a hard worker. The Department does not discriminate against age, nor gender or race. While a member of the Department, all personnel shall maintain a clean and professional appearance. All members shall also sign an annual agreement that prohibits the use of tobacco products while on or off-duty.

SPECIAL REQUIREMENTS:

Convictions for felony offense and/or misdemeanor charges will be taken into consideration when determining successful candidates.

*Spring Lake Park – Blaine – Mounds View
Fire Department
Vision & Mission Statement
Beliefs and Values*

Vision Statement:

Spring Lake Park, Blaine Mounds View Fire Department will be an industry leader in fire prevention, all hazard emergency mitigation and customer service by possessing an innovative spirit; exhibiting steadfast dedication to the wellbeing of our personnel and the communities we serve; exercising competent and caring leadership at all levels; championing collaboration and embracing continual organizational change.

Mission Statement:

The Spring Lake Park/Blaine/Mounds View Fire Department will preserve life and property by providing exceptional fire prevention, innovative public education and effective all hazard emergency response ensuring customers receive unrivaled service.

Beliefs, Values and expectations:

The SBMFD is a high performing and dynamic organization which exceeds expectations of all of our stakeholders. Our personnel are dedicated to providing innovative and exceptional services, now and in the future. To achieve our vision, we accept that we must:


- Provide innovative fire prevention and all hazard emergency response through continuous program development, implementation of industry best practices, use of cutting edge technology and integration of emerging methodology.*
- Create high performance personnel through intensive training, professional development, mentorship and altruistic leadership.*
- Provide an agile, effective and efficient force by ensuring personnel possess state of the art equipment, employ sound tactics and strategy, and utilize efficient and effective resource management.*
- Provide the highest level of customer service with integrity, pride and commitment, which, exceeds the expectations of all external and internal stakeholders.*
- Grow our business, capitalizing on new opportunities by leveraging our organizational strengths, resources and our personnel's knowledge, skills and abilities.*
- Maintain our unique service model, ensuring our stakeholders receive exceptional service while striving for equity between efficiency and effectiveness.*
- Create an organizational culture that is built upon integrity, selfless dedication to service, honesty and extraordinary excellence.*
- Engage in collaborative teamwork at all levels to ensure the success of our programs as well as those of our response partners.*

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HIRING PROCESS:

- Application
- Orientation Meeting (group or individual)
- Panel Interview (Command Staff) (Denied or Conditional Offer)
- Background Check (Conditional Offer confirmed or revoked)
 - Criminal history (Federal)
 - Driving record
- Panel Interview (Committee Chairs) (Conditional Offer confirmed or revoked)
- Activation Interview
- Sign Oath of Membership
- Probation (18 months)

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APPLICATION FOR EMPLOYMENT	Date Received:	Office Use Only	
 <p style="margin-top: 10px;">Mailing Address: Spring Lake Park Fire Department, Inc. 1710 County Highway 10 NE Spring Lake Park, MN 55432 Telephone: 763/786-4436</p>			Email Address
	Title of specific position for which you are applying: VOLUNTEER FIRE CORPS	Date of application:	Date available for work:
Last Name:		First Name:	
		Middle Name:	
Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, state date of birth		Home Telephone:	Business Telephone:
		County:	
Street address:		City:	State and Zip Code:
Were you referred by a member of the SBM Fire Department? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Name _____ Relationship _____			
Employment condition desired: <i>(check one)</i> <input type="checkbox"/> Regular <input type="checkbox"/> Full-time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-time		Have you previously been employed by the Spring Lake Park Fire Department? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date _____ Position _____	
If position involves driving, please indicate driver's license number: _____ State _____ Class _____			
EDUCATION: Did you graduate from high school or receive a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No School attended _____			
How many years of education have you had? (circle one) 7 8 9 10 11 12 13 14 15 16 17 18 19 20			
Names and locations of colleges, universities, technical schools	Did you graduate?	Certificate/Degree:	Course of Study:
	<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		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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Employment Firm:		Length If Employment:	
Address:		From: _____ <i style="margin-left: 100px;">Month</i> <i>Year</i>	
Telephone Number:	Supervisor:	To: _____ <i style="margin-left: 100px;">Month</i> <i>Year</i>	
Your Title:	Supervisor's Title:	Total: _____ <i style="margin-left: 100px;">Month</i> <i>Year</i>	
Number and type of positions you supervised:		Hours per Week _____	
Principal Responsibilities – Be Complete		Last Salary _____	
		Reason for Leaving: _____	

		May we contact your present employer?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		If No, explain: _____	

Employment Firm:		Length If Employment:	
Address:		From: _____ <i style="margin-left: 100px;">Month</i> <i>Year</i>	
Telephone Number:	Supervisor:	To: _____ <i style="margin-left: 100px;">Month</i> <i>Year</i>	
Your Title:	Supervisor's Title:	Total: _____ <i style="margin-left: 100px;">Month</i> <i>Year</i>	
Number and type of positions you supervised:		Hours per Week _____	
Principal Responsibilities – Be Complete		Last Salary _____	
		Reason for Leaving: _____	

		May we contact your present employer?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		If No, explain: _____	

Copy this page if you wish to provide further employment history

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Relevant current professional memberships, registrations, or licenses. Include date when first issued.

JOB-RELEVANT VOLUNTEER AND UNPAID WORK EXPERIENCE:

Kind of volunteer activity (Do not specify organization)	Major responsibilities	# Hours per month	Years	
			From	To

Describe any additional experience or training that qualifies you for this job:

In accordance with the Immigration Reform and Control Act of 1986, the Spring Lake Park Fire Department hires only U.S. citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentation will result in dismissal.

Minn. Stat. Sec. 518.611, Subd. B, requires employers to obtain information from all new employees regarding court-ordered child support obligations that are required by law to be withheld from income. If hired, you will be required to provide such documentation. Failure to provide said documentation will result in dismissal.

Have you been convicted of a misdemeanor, gross misdemeanor, or felony? You may answer "No" if the conviction or criminal records have been annulled or expunged. Yes No If "Yes", please attach a separate sheet with explanation. Information concerning this question will not be used to automatically bar you from employment unless it is related to the position which you are seeking.

Did you serve in the military service of this country and separate under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty? Yes No
If "Yes", are you a permanent resident of the State of Minnesota? Yes No

Describe your duties and any special training:

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If you are hired for this position, you may be required to undergo a physical examination at this employer's expense to determine whether or not you are able to perform the duties of this position in an effective and safe manner, and whether or not accommodations are necessary for you.

REFERENCES: Give the names of four people other than relatives who can be contacted regarding your qualifications, work habits, and character.

Name	Address	Telephone Number	Position and Relation to your Work

The Spring Lake Park Fire Department does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs or activities. It is the policy of the Spring Lake Park Fire Department to provide reasonable accommodations to the known physical and mental limitations of qualified handicapped applicants and employees in order for them to perform the essential functions of the job in question.

THE SPRING LAKE PARK FIRE DEPARTMENT IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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SIGNATURE

The Spring Lake Park Fire Department has the right to verify information provided in this application. I may be discharged if there are any misrepresentations on this application or my resume or made by me in the interview which may be discovered now or anytime in the future. False information or misrepresentation may also subject me to the penalty provision of Minn. Stat. 43A.39.

In connection with this application for employment, I authorize the Spring Lake Park Fire Department and any agent acting on its behalf to conduct any inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the Spring Lake Park Fire Department and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

YES YES, but not present employer until job is offered NO (We may be unable to hire you without this information.)

I declare that any statement in this application or information provided is true and complete and hereby acknowledge that I have read and I understand the information below.

Date: _____ Signature: _____
(Do Not Print)

IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies where you may be considered for employment (to comply with Minn. Stat. 13.43, Subd. 2). If you become employed by the Spring Lake Park Fire Department, the data will be available to the Department of Finance, the Internal Revenue Service and the Social Security Administration for payroll and tax purposes. If you disagree with the data we have about you, notify the Executive Assistant by letter.

Private Data	Why We Ask For It	Are You Legally Obligated To Provide It	What May Happen If You Don't Provide It
Social Security Number	To distinguish you from all other applicants and to make processing more efficient.	No	In most cases, nothing. However, it will help to ensure that your records are not confused with those others.
Name	To distinguish you from all other applicants.	Yes	Failure to provide information may be cause for rejecting an application.
Date of Birth (when requested on a separate form)	To conduct a check of criminal records for certain positions.	No	Failure to provide information may be cause for rejecting an application.
Address	To be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability for interview and to notify you when we need you to work on short notice.	No	We may not be able to employ you in certain jobs when you may be required to come to work on short notice.
Sex, Racial/Ethnic Group, Handicapped Status, Veteran Status (This information is requested on a separate form)	To be able to make Equal Opportunity reports as required by law.	No	We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring.
Conviction Record	To determine whether we may legally accept an application from you to determine whether your record may be a job-related consideration.	Yes	We will not be able to make determinations required by law. Failure to provide relevant conviction information may be grounds for dismissal.

ALL OTHER INFORMATION ON THE APPLICATION IS PUBLIC; THAT IS, IT MAY BE GIVEN TO ANYONE FOR ANY PURPOSE.

Applicant Flow Survey

POSITION APPLIED FOR: Volunteer Fire Corps

How did you hear about this position? (Check all that apply)

City Newsletter

Local Newspaper

Billboard

Postcard

Flyer

Word of Mouth

SBM Referral Name: _____

SBM Website

Social Media Site

City Website

Local Television Ad

Signage on Fire Station

MNFireHire

Other Describe: _____