

We consider applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.



**CITY OF BAKER CITY
EMPLOYMENT APPLICATION
FOR: ___ FIRE ___ DEPARTMENT**

POSITION APPLYING FOR: _____ **DATE:** _____

NAME: _____
LAST FIRST MIDDLE

MAILING ADDRESS: _____

CITY STATE ZIP **TELEPHONE #:** _____
EMAIL: _____

EDUCATION RECORD (If now in school, please include present term.)

Name and Location of High School: _____

If not a high school graduate, do you have a Certificate of Equivalency (GED)? YES NO

	SCHOOL	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate	Degree or Diploma
E D U C A T I O N	Graduate					
	College					
	Business/Trade/Technical					
	High School					
	Other					

LIST ANY SPECIAL TRAINING, LICENSES, CERTIFICATES, MACHINE SKILLS, OFFICE EQUIPMENT, LANGUAGE OR OTHER SPECIAL SKILLS YOU MAY HAVE THAT ARE PERTINENT TO THE POSITION TO WHICH YOU ARE APPLYING.

MILITARY - Did you service in the U.S. Armed Forces: Yes No If Yes, in what Branch? _____
(YOU MUST INCLUDE A DD214 TO RECEIVE VETERANS PREFERENCE POINTS; PAGE 6)

Describe any training received relevant to the position for which you are applying: _____

REFERENCES - List the names of three persons other than former employers and relatives having **knowledge of your character, experience, or ability.**

Name	Address	Business	Telephone No.
1.			
2.			
3.			

EMPLOYMENT HISTORY - Beginning with your present or most recent job, describe your work experience during the past TEN years. In addition, list any other prior experience related to the duties of the position for which you are applying. Also include all non-paid or volunteer work.

FILL IN THE FOLLOWING IN DETAIL

Present or Last Employer:

1	Employing firm	Address and Telephone Number	FROM: _____ Month Year TO: _____ Month Year
	Your Job Title:	Supervisor's Name / Title:	Full Time: Yes / No
	Specific Duties:		Part Time: Yes (Hours per week: _____)
	Reason for Leaving:		
2	Employing firm	Address and Telephone Number	FROM: _____ Month Year TO: _____ Month Year
	Your Job Title:	Supervisor's Name / Title:	Full Time: Yes / No
	Specific Duties:		Part Time: Yes (Hours per week: _____)
	Reason for Leaving:		

Employing firm	Address and Telephone Number	FROM: _____ Month Year TO: _____ Month Year
Your Job Title:	Supervisor's Name / Title:	Full Time: Yes / No
3 Specific Duties:		Part Time: Yes (Hours per week: _____)

Reason for Leaving:

Employing firm	Address and Telephone Number	FROM: _____ Month Year TO: _____ Month Year
Your Job Title:	Supervisor's Name / Title:	Full Time: Yes / No
4 Specific Duties:		Part Time: Yes (Hours per week: _____)

Reason for Leaving:

We may contact the employers listed above unless you indicate those you do not want us to contact.	Do Not Contact
	Employer Reason Number: _____ _____

State any additional information you feel may be helpful to us in considering your application.

NOTE TO APPLICANTS: Do not answer this question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

PRE-EMPLOYMENT DRUG TESTING

Pre-employment testing will be required of qualified applicant as a consideration of employment. Those applicants considered as final candidates for employment with Baker City will be required to undergo testing and will not be considered for employment if the results are positive. Refusal to submit to a drug test will be deemed voluntary withdrawal of candidate's application for employment.

APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby consent and authorize the release of any and all information regarding past employment and activities, including but not limited to, evaluations or assessment of my performance, attendance records, and educational/training records.

I hereby release all parties and persons from all liability and/or claims now or in the future arising from the furnishing of any information, including good faith expressions of opinion, to the City of Baker City as requested. I further agree not to sue the City of Baker City or any and all other persons employed by or connected with my previous employers or organizations as a result of the furnishing of any information, including good faith expressions of opinion to the City of Baker City.

I understand that this application is not intended to be a contract of employment. The City of Baker City is an employment at-will organization. This means that both employer and employee can terminate the employment relationship at any time for any reason. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Baker City, Oregon.

Signature of Applicant

Date

**VOLUNTARY SURVEY
AFFIRMATIVE ACTION – NON DISCRIMINATION**

Periodically we may be required to file reports on the sex, ethnicity, disability, veteran and other protected status of applicants/employees.

This data is collected to enable us to comply with Affirmative Action responsibilities and other legal requirements.

YOUR PARTICIPATION IN THIS SURVEY IS STRICTLY VOLUNTARY.

Name					This is a voluntary survey, please check the box if you would still like to complete the survey.	
Check one		Check one				
Male <input type="checkbox"/>	Female <input type="checkbox"/>	White/Caucasian <input type="checkbox"/>	Hispanic <input type="checkbox"/>	American Indian/ Alaskan Native <input type="checkbox"/>		
		Asian/ Pacific Islander <input type="checkbox"/>	Black or African American <input type="checkbox"/>	Other/Two or More <input type="checkbox"/>		

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application in order for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs;
or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

I, _____ am claiming Veterans' Preference and certify that I am eligible to do so. 5 points 10 points

Signature: _____ **Date:** _____

Position Applied For: _____

If you have any specific questions please contact Human Resources

541-524-2033 or juliesmith@bakercity.com This form and supporting documentation must be received by the Human Resources Department no later than the closing time and date of the job post.

Applicant Information Release

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold the City of Baker City, any former or current employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

Signed: _____

Date: _____

Supplemental Questions
Firefighter/Paramedic/EMT
Please limit answers to 100 or less words

1. Why are you interested in this position with the Baker City Fire Department?

2. As a Firefighter/Paramedic what do you feel your roles and responsibilities are on a daily basis?

3. What is the single most important character trait for a firefighter to possess?

4. What have you done to prepare for a career in the fire/EMS service? What have you done to prepare for a career with the Baker City Fire Department?

5. How do you feel about working for a fire department that depends on paid part-time employees (volunteers)?

POSITION DESCRIPTION

CLASS TITLE: FIREFIGHTER/EMT

Department: Fire
Union: Baker City Professional
Firefighters

Revised: 06/2016

Class Number: F7 Base-3
Location: Fire Department

CHARACTERISTICS OF THE CLASS:

In order to protect life and property, performs firefighting, emergency aid, hazardous materials and fire prevention duties; performs ambulance driving and life saving duties; drives and operates fire apparatus and equipment; maintains EMT status; performs routine maintenance and custodial work on station and equipment; actively takes part in departmental training activities.

SUPERVISION RECEIVED:

Works under the general supervision of a shift commander who assigns work details and reviews work for conformance to departmental policies and procedures.

SUPERVISION EXERCISED:

Supervises moving, care and safety of injured; may act in fire suppression activities supervisory capacity on occasion; may assist to coordinate, instruct, or supervise the work of volunteer firefighters, new recruits, or other part-time department personnel, as assigned.

Note: It is not the intent of this description to list every task involved in this position; those listed are intended only as illustrations of the various types of work that may be performed; the omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

ESSENTIAL FUNCTION TASK STATEMENT/ DUTIES AT THIS TIME:

1. Performs firefighting activities including responding to fire alarms, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks; may drive engines; operate and maintain portable fire equipment and all other related fire apparatus and equipment and tools, and breathing equipment, including but not limited to portable fire equipments, power saws, smoke fans, pike poles, axes, shovels, ropes, fire hoses, and appliances, aerial and ground ladders, extrication equipment, and fire hydrants; uses forcible entry techniques; may set up apparatus for operational activities; performs salvage operations such as throwing salvage covers to protect items not yet damaged by fire, smoke, or water; sweeping water, and removing debris.
2. Respond to ambulance calls; drive ambulance and/or perform emergency, life-saving aid or first aid on injured or ill; provide other assistance as required; operate and maintain portable ambulance equipment and extrication equipment; keep ambulance records as assigned.

3. Answer incoming calls; contact required personnel; may ensure presence of reserve units by contacting designated call-back personnel; may relay information as required; may maintain log of location of personnel and equipment; in event of emergency situation, may maintain on-going contact with responding personnel, keep them informed of incoming pertinent information; may keep track of various information such as hydrants out and streets closed and keep fire personnel informed.
4. May issue burn permits and enforce weed ordinance; may aid in fire inspections of buildings, hydrants, and other structures in fire prevention programs as assigned; may maintain data and records regarding fire inspection or prevention activities; may prepare a variety of reports regarding fire inspection or prevention as required; presents programs to the community on safety, medical, and fire prevention topics.
5. Performs assigned house work at station, including but not limited to, window washing, cleaning kitchen appliances and cupboards and cleaning walls, floors and carpets; may perform station maintenance, including but not limited to, repair, painting and minor alterations; may perform minor repair to departmental equipment as needed; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
6. Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials and related subjects as assigned; may instruct classes in assigned subject areas; may assist in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.

OTHER IDENTIFIED TASK STATEMENTS/DUTIES:

7. Attends outside department fire schools as assigned; may assist in supervising volunteer firefighters as required; may assist in training new employees as assigned; may assist in department supervisory and administrative activities as assigned.
8. Perform grounds maintenance duties, including snow removal, mowing, trimming, and sprinkling.
9. Patient privacy:
 - a. The employee is expected to protect the privacy of all patient information in accordance with the City's privacy policies, procedures and practices as required by federal and state law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the City's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment or of membership or association with the City.

- b. The employee may access protected health information and other patient information only to the extent that is necessary to complete his/her job duties. The employee may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other city operations.
- c. The employee is encouraged and expected to report, without the threat of retaliation, any concerns regarding the City's policies and procedures on patient privacy and any observed practices in violation of that policy to the Privacy Officer.
- d. The employee is expected to actively participate in City privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with City policy.

The following knowledge, skills and abilities must be possessed or individual must be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills and abilities.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

Considerable Knowledge of:

Ambulance, life saving, emergency medical, first aid and resuscitation principles, procedures, equipment, techniques and their application as demonstrated through State EMT certification;

Knowledge of:

Modern fire suppression and prevention, hazardous materials, and inspection principles, procedures, techniques, equipment.

Some Knowledge of:

Applicable laws, ordinances, departmental standard operating policies, procedures, regulations; where to find location, and size of existing fire hydrants, addresses; interior design of major buildings;

Business English, grammar, spelling, punctuation and composition;

SKILLS:

Operate all fire apparatus and equipment, tools, and breathing equipment;

Operate all ambulance and all related equipment and tools pursuant to certification level;

Operate motor vehicle (Current Oregon Driver's License with good driving record for insurance purposes);

ABILITIES:

Ability to:

Assist with supervision, evaluation and training of personnel in duties of their position;
Maintain EMT Status;
Apply standard firefighting, emergency medical aid, hazardous materials, and fire prevention techniques;
Perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold, or smoke;
Understand and follow, give and receive oral and written instructions;
Work harmoniously with public, contractors, co-workers, subordinates and City administrators.
Learn to perform recurring tasks with little or no supervision.
Learn to make decisions independently in accordance with departmental policies and procedures.
Learn to exercise sound judgment in evaluating situations and making decisions;
Handle verbal abuse and abusive language;
Learn to act effectively in emergency and stressful situations;
Learn to operate communication equipment including telephone and two-way radio system;
Demonstrate well developed personal qualities of persuasion, patience, perseverance, thoroughness, firmness, flexibility, understanding, and independent decision making;
Learn pertinent City ordinances and resolutions, including those regarding weeds and burn permits;
Learn departmental record and filing systems;
Present information to public in understandable and concise manner;
Effectively communicate orally and in writing;
Derive pertinent information from public, co-workers and records;
Perform essential functions of this position with or without accommodations.

ENVIRONMENTAL CONDITIONS:

Work performed primarily in office, vehicle, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts, requiring exposure to prolonged heat, cold, snow, ice, rain, dark, airborne particles, motorized traffic conditions; work is often performed in emergency and stressful situations; occasionally performed in dark, cramped quarters; exposure to communicable diseases; exposure to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils; occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals, risk of electrical shock, vibration, abusive language and verbal abuse; noise level is usually quiet in office settings and loud at an emergency scene.

OTHER REQUIREMENTS:

Must be physically capable of moving about on fire or emergency scenes and able to remove snow and ice from station approaches and sidewalks; frequently required to sit, talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms; occasionally required to sit, climb or balance, stoop, kneel, crouch, crawl, pull, push, throw, run, bend; and taste or smell; frequently lift and/or move up to 10 pounds and

occasionally lift and/or move over 100 pounds; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus; 40-hour work week; may be required to work overtime; must reside within 30 air miles from the City limits.

MINIMUM QUALIFICATIONS:

Applicants must be 18 years of age or older and legally allowed to work in the United States. Applicants must hold a high school diploma or GED. Applicant must possess current Oregon EMT-Basic certification or reciprocity for State of Oregon to recognize EMT-Basic certification. Applicant must possess a valid state driver's license and obtain Oregon driver's license within 6 months of hire and maintain good driving record for insurance purposes. Must pass a drug test as well as background check. Applicant must acquire NFPA Firefighter 1 certification within 6 months from date of hire. Applicant must acquire State of Oregon EMT Intermediate or EMT Advanced within 2 years of date of hire depending on current State of Oregon curriculum and class availability. Candidate must successfully complete 12 month probationary period from date of hire.

IN ADDITION:

- 1) No employee shall impose a direct threat to him-herself or others.
- 2) This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer at the needs of the employer and requirements of the job change.