



## **POQUONNOCK BRIDGE FIRE DISTRICT**

373 Long Hill Road  
Groton, CT 06340  
Phone: (860) 446-5997 Fax: (860) 445-2554

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# **Application Package Includes**

**Career Firefighter/EMT Job Announcement**

**Poquonnock Bridge Fire District Career Firefighter/EMT Job Overview**

**List of Minimum Requirements and Preferred Qualifications**

**Poquonnock Bridge Fire District Application for Employment**

**Authorization for Release of Information**





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## CAREER FIREFIGHTER/EMT OPENING

April 23, 2019

The Poquonnock Bridge Fire District is seeking to hire qualified candidates for Career Firefighter/EMT as openings become available.

**STARTING ANNUAL SALARY:** \$45,000

**BENEFITS:** Health insurance, pension plan, paid vacation and life insurance.

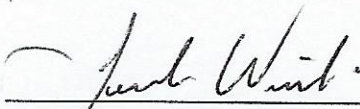
**MINIMUM REQUIREMENTS:** Upon date of application candidate must be a U.S. citizen, non-smoker, at least 18 years old, and posses the following:

- High School diploma or GED
- Valid Connecticut Driver's License with "Q" endorsement or CDL Class B
- Current EMT Certification (Connecticut or National Registry)
- Firefighter I, Hazardous Materials Operational, and NIMS 700
- Candidate Physical Abilities Test Card (CPAT) earned no earlier than May 1, 2018 or by time of appointment offer
- No felony convictions.
- Work a 42 hour weekly schedule (24 hours on duty /72 hours off duty), nights, weekends, holidays and overtime as required.

**SELECTION PROCESS:** Candidates shall submit an application, resume and documentation highlighting their personal assets, training and qualifications which shall be graded based on the career firefighter/EMT position described in the Poquonnock Bridge Fire District Firefighter/EMT Job Overview and Preferred Assets, Training and Qualifications List. Candidates that meet the minimum requirements shall be put on a ranked candidate list determined by 40% of the application, resume, personal assets, training and qualifications and 60% of the oral interview before a panel of fire service professionals.

A candidate being considered for appointment shall complete a pre-employment medical examination, drug screening, background investigation including employment, driving, criminal history and posses a Candidate Physical Abilities Test Card (CPAT) earned no earlier than May 1, 2018 or by time of appointment offer.

**APPLICATION:** Applications are available at the Poquonnock Bridge Fire District Office, 373 Long Hill Rd. Groton, CT 06340 between 8 am and 4 pm, Monday – Friday, holidays excluded. **Applications must be submitted by 4:00 pm, Friday, June 28, 2019 to the Fire District Office.**



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Joseph Winski, Fire Chief

Poquonnock Bridge Fire District is an Equal Opportunity Employer





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## Poquonnock Bridge Fire District Career Firefighter/EMT Job Overview

### I) GENERAL DESCRIPTION OF DUTIES

Career Firefighter/EMTs follow and understand verbal and written instructions, work as a member of a team, serve in situational supervisory roles over other firefighter/EMTs, responds to fire and non-fire emergencies for the protection of life and property. This work includes performance of hazardous tasks while working in hostile environments, adverse weather conditions, elevated temperatures, cramped surroundings, under limited visibility, physical and mental stress and from heights. Operates and conducts routine maintenance of fire department equipment, apparatus, and quarters, as well as an understanding of accepted fire fighting methods which include the safe handling and use of all equipment for fire fighting, rescue and hazardous materials.

### II) EXAMPLES OF DUTIES

#### A. Emergencies

Career Firefighter/EMT drives apparatus, responds to fire alarms, operates fire pumps, aerial devices, and any related specialized firefighting and rescue equipment; carries, drags, and connects hose; controls nozzles and directs fire streams; raises, climbs, and works from ladders; uses fire extinguishers, bars, hooks and lines. Ventilates burning buildings by opening windows, or by cutting holes in roofs or floors. Rescues persons from danger, administers emergency medical care to injured and ill patients. Performs salvage operations such as deploying salvage covers, removing water and debris. Operates and deciphers information from thermal imaging cameras and atmospheric metering equipment.

#### B. Periods of Readiness

Career Firefighter/EMT is responsible for other activities such as but not limited to, understanding and following Department Rules and Regulations and department standard operating procedures, knowledge of street and hydrant locations, routine maintenance of equipment and facilities, participating in drills and training sessions, fire prevention, public fire safety education, pre-fire planning, and in-service inspections.



### **III) REQUIREMENTS**

#### **A. Upon Application.**

Candidate must be a U.S. citizen, non-smoker, at least 18 years old, meet and possess the following minimum requirements:

- High School diploma or GED
- Valid Connecticut Driver's License with "Q" endorsement or CDL Class B
- Current EMT Certification (Connecticut or National Registry)
- Firefighter I, Hazardous Materials Operational, and NIMS 700
- Candidate Physical Abilities Test Card (CPAT) earned no earlier than May 1, 2018 or by time of appointment offer
- No felony convictions.
- Work a 42 hour weekly schedule (24 hours on duty /72 hours off duty), nights, weekends, holidays and overtime as required.

#### **B. Selection Process:**

Candidates shall submit an application, resume and documentation highlighting their personal assets, training and qualifications which shall be graded based on the career firefighter/EMT position described in the Poquonnock Bridge Fire District Firefighter/EMT Job Overview and Preferred Assets, Training and Qualifications List. Candidates that meet the minimum requirements shall be put on a ranked candidate list determined by 40% of the application, resume, personal assets, training and qualifications and 60% of the oral interview before a panel of fire service professionals.

A candidate being considered for appointment shall complete a pre-employment medical examination, drug screening, background investigation including employment, driving, criminal history and possess a Candidate Physical Abilities Test Card (CPAT) earned no earlier than May 1, 2018 or by time of appointment offer.

#### **C. Maintaining Employment, and other information.**

- Shall be Firefighter II certified within twelve (12) month probationary period to maintain employment.
- Once indoctrination is complete, the firefighter is required to work a 24 hour shift on-duty, followed by 72 hours off duty. Firefighters are expected to be available for call back to work for emergencies.
- The description herein is intended to offer the candidate an overview of the position of Career Firefighter/EMT with the Poquonnock Bridge Fire District and does not necessarily list all requirements or functions of the job.
- The Fire District reserves the right to alter the selection process at its discretion without notice.
- The ranked candidate list shall be valid for twenty four (24) months once established.





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### **Minimum Requirement Documentation List**

All applications shall include the following minimum requirements:

- Application For Employment
- Authorization for Release of Personal Information
- Three (3) copies of resume only (no covers, binders or folders)
- Photo copy of High School diploma or GED
- Photo copy front and back of Valid Connecticut Driver's License with "Q" endorsement or CDL Class B
- Photo copy of Current EMT Certification (Connecticut or National Registry)
- Photo copy of Firefighter I Certificate
- Photo copy of Hazardous Materials Operational Certificate
- Photo copy of NIMS 700 Certificate
- Photo copy of Candidate Physical Abilities Test Card (CPAT) earned no earlier than May 1, 2018 or by time of appointment offer
- Photo copy of documentation highlighting personal assets and qualifications

Firefighter I and Hazardous Materials Operational certifications shall be from the Connecticut Commission on Fire Prevention and Control or accredited by the Pro Board Fire Service Professional Qualifications System or the Fire Service Accreditation Congress.

# **Personal Assets, Training and Qualifications Documentation List**

Preferred assets, training and qualifications include but are not limited to:

- Career fulltime firefighting experience
- Firefighter II Certified
- VMR or Rescue Technician Vehicle I or II Certified
- Rescue Core Certified
- Pump Operator Certified
- Aerial Operator Certified
- Fire Officer I Certified
- Fire Instructor I Certified
- Graduate of the Connecticut Fire Academy Recruit Class
- Associates Degree
- Bachelors Degree
- Connecticut Safe Boating Certificate
- Military Form DD214, Certificate of Release or Discharge from Active Duty
- Current EMSI (State of CT or National Registry)

All firefighting and rescue related certifications shall be from the Connecticut Commission on Fire Prevention and Control or accredited by the Pro Board Fire Service Professional Qualifications System or the Fire Service Accreditation Congress.



# Application for Employment

**Poquonnock Bridge  
Fire District**  
373 Long Hill Road  
Groton, CT 06340  
(860) 446-5997

REV. 4/2019

The Poquonnock Bridge Fire District is an equal opportunity employer. All applicants are considered without regard to race, color, religion, sex, national origin, age, marital status, disability, or any other legally protected status.

Position Applied For: <b>CAREER FIREFIGHTER/EMT</b>	Date:
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How did you learn of the position?  
 Newspaper  Internet  Inquiry  Employment Service  Friend/Relative  Other \_\_\_\_\_

Name:	SS#:
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Street	City	State	Zip Code
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Phone: (home)	Phone: (cell)	Email:
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**Note:** All prospective employees must submit proof of identity and eligibility for employment in the U.S. prior to appointment. A social security card and driver's license are preferred.

Are you legally eligible to work in the U.S.?.....  Yes  No

Are you age 18 or older?.....  Yes  No

Have you ever been an employee or volunteer for the Poquonnock Bridge Fire District?  Yes  No

If yes, Please state position, dates, & reason for leaving \_\_\_\_\_

Are you currently employed?.....  Yes  No

If yes, may we contact your current employer?.....  Yes  No

Do you have any relatives (blood or marriage) employed by this Fire District?.....  Yes  No

If yes, please explain \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation?.....  Yes  No

If yes, please explain. \_\_\_\_\_

Have you ever been fired or asked to resign from a job? .....  Yes  No

If yes, please explain reason and give name and address of employer \_\_\_\_\_

Do you have a valid CT driver's license? License # \_\_\_\_\_ Type \_\_\_\_\_  Yes  No

On what date would you be available to work? \_\_\_\_\_

If hired, will you be available for 24-hour recall to emergencies?.....  Yes  No



<b>EDUCATION</b>	High School	College/University	Other
School Name & Location			
Years Completed	9 10 11 12 GED	1 2 3 4	
Diploma/Degree			
Course of Study			
Describe any Honors you have received.			
Describe any specialized training, skills, and extra-curricular activities that are related to this position.			
State any additional information you feel may be helpful to us in considering your application.			

List professional, trade, business or civic activities and offices held. *You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestor or protected status.*

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Have you passed the Candidate Physical Ability Test (CPAT)?  
 Yes  No  
 If yes, please give date \_\_\_\_\_ and location \_\_\_\_\_

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EMT Certification Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
*Valid State of CT or National Registry is required upon application.*



## EMPLOYMENT DATA

Please accurately and completely list your employment history beginning with your present or most recent employer. Please list all positions held, including military, part-time, seasonal, and significant volunteer work. Attach additional sheets if necessary.

Current or Last Employer:		Address:	
Position (s):		Supervisor Name:	
Number Supervised by You:	Full Time: Years. ____ Months ____	Part Time: Years. ____ Months ____	Volunteer: Years. ____ Months ____
Date Employed:	Starting Salary:	Ending Salary:	Reason for Leaving:
Date Separated (month/year):	Duties:		

Next Employer:		Address:	
Position (s):		Supervisor Name:	
Number Supervised by You:	Full Time: Years. ____ Months ____	Part Time: Years. ____ Months ____	Volunteer: Years. ____ Months ____
Date Employed:	Starting Salary:	Ending Salary:	Reason for Leaving:
Date Separated (month/year):	Duties:		

Next Employer:		Address:	
Position (s):		Supervisor Name:	
Number Supervised by You:	Full Time: Years. ____ Months ____	Part Time: Years. ____ Months ____	Volunteer: Years. ____ Months ____
Date Employed:	Starting Salary:	Ending Salary:	Reason for Leaving:
Date Separated (month/year):	Duties:		



Next Employer:		Address:	
Position (s):		Supervisor Name:	
Number Supervised by You:	Full Time: Years. _____ Months _____	Part Time: Years. _____ Months _____	Volunteer: Years. _____ Months _____
Date Employed:	Starting Salary:	Ending Salary:	Reason for Leaving:
Date Separated (month/year):	Duties:		

Next Employer:		Address:	
Position (s):		Supervisor Name:	
Number Supervised by You:	Full Time: Years. _____ Months _____	Part Time: Years. _____ Months _____	Volunteer: Years. _____ Months _____
Date Employed:	Starting Salary:	Ending Salary:	Reason for Leaving:
Date Separated (month/year):	Duties:		

**REFERENCES**

Please list the names of three persons who are not related to you and who have a definite knowledge of your work, ability and character.

Name:	Phone (home)	Phone (work)
Address:		

Name:	Phone (home)	Phone (work)
Address:		

Name:	Phone (home)	Phone (work)
Address:		



**DISCLOSURE AND ACKNOWLEDGEMENT OF INTENT TO CONDUCT DRUG TEST**

The Poquonnock Bridge Fire District does not tolerate or condone substance abuse. It is the policy of the Fire District to maintain a workplace free from alcohol and other drug abuse and its affects.

Please be advised that prior to making a decision regarding your hire, the Poquonnock Bridge Fire District will conduct a urinalysis drug test as part of the application process. The urinalysis drug test will be performed using a reliable methodology. The results of any such test shall be confidential and shall not be disclosed by the employer or its employees to any person other than any such employee to whom such disclosure is necessary; the results shall be maintained along with other confidential employee medical records.

I certify by my signature below that I have read and reviewed the "Disclosure of Intent to Conduct Drug Test," and I understand that I will be required to submit to a drug test as part of the application process.

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

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

Printed Name: \_\_\_\_\_

**DISCLOSURE AND ACKNOWLEDGMENT REGARDING  
AUTHORIZATION TO CONTACT PRIOR AND CURRENT EMPLOYERS**

In processing your application for employment and/or in evaluating you for hire, promotion, continuation or retention in employment, or other employment related purposes, the Poquonnock Bridge Fire District may obtain information about you from a prior or current Employer.

By signing this notice you are acknowledging receipt and review of this disclosure.

By signing this notice you are also authorizing the Poquonnock Bridge Fire District or its affiliates or agents to obtain information/opinions about you, from prior or current employers, at any time prior to or during your employment with the Poquonnock Bridge Fire District or its affiliates or agents for purposes of evaluating you for hire, promotion, continuation or retention in employment or any other permissible employment related purposes.

A photocopy of this authorization is to be accepted as an original.

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

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

Printed Name: \_\_\_\_\_



**DISCLOSURE AND ACKNOWLEDGMENT REGARDING  
CRIMINAL HISTORY CONVICTION INFORMATION REQUEST**

Have you ever been convicted of a crime\* (other than minor motor vehicle offenses)?  
 Yes     No    If yes, please give charge, location, court date and describe in full.

I certify by my signature below that I understand that if I am offered and accept employment, a criminal history conviction information request shall be submitted to confirm the conviction information I have provided in this application.

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

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

Printed Name: \_\_\_\_\_

\*Note: The applicant is not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Sections 46b-146, 54-760 or 54-142a. These criminal records subject to erasure pertain to a finding of delinquency or a child's being a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolleed, a criminal charge for which the person has been found not guilty, or a conviction for which the person received an absolute pardon. Any person whose criminal records have been erased pursuant to these rules shall not have been considered arrested within the meaning of the Connecticut General Statutes with respect to the erased proceedings and may so swear under oath.

**DISCLOSURE AND ACKNOWLEDGMENT REGARDING  
DRIVING HISTORY INFORMATION REQUEST**

I certify by my signature below that I understand that if I am offered and accept employment, a driving history information request shall be submitted.

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

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

Printed Name: \_\_\_\_\_



**DISCLOSURE OF RIGHTS UNDER THE FAIR CREDIT REPORTING ACT AND  
AUTHORIZATION TO OBTAIN CREDIT OR CONSUMER INFORMATION**

In processing your application for employment and/or in evaluating you for hire, promotion, continuation or retention in employment, or other employment related purposes, the Poquonnock Bridge Fire District may seek credit and/or consumer information about you from a credit reporting agency (CRA) or other sources. This may include the Poquonnock Bridge Fire District or its affiliates or agents requesting information about your character, general reputation, personal characteristics or mode of living, obtained through personal interviews with neighbors, friends, associates or acquaintances of the consumer. A report containing such information is defined by the Federal Trade Commission as an "investigative consumer report."

The Fair Credit Reporting Act provides you with certain rights whenever an employer or other entity seeks credit or consumer information about you, including information contained in an "investigative consumer report." The attached notice, which is copied from a form developed by the Federal Trade Commission, provides a summary of your rights under the Fair Credit Reporting Act.

By signing this notice you are acknowledging receipt and review of this disclosure and the attached summary of your rights under the Fair Credit Reporting Act.

By signing this notice you are also authorizing the Poquonnock Bridge Fire District or its affiliates or agents to obtain credit or consumer information about you, including an investigative consumer report, at any time prior to or during your employment with the Poquonnock Bridge Fire District or its affiliates or agents for purposes of evaluating you for hire, promotion, continuation or retention in employment or any other permissible employment related purposes.

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

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

Printed Name: \_\_\_\_\_

**NO SMOKING POLICY**

The Poquonnock Bridge Fire District prohibits smoking, use of an electronic nicotine delivery system or vapor product by its employees. Smoking, use of an electronic nicotine delivery system or vapor product is prohibited at all District workspaces, work sites, District owned or leased property, and in District owned vehicles.

By signing this notice you are acknowledging receipt and review of this disclosure and you are verifying that you can adhere to this policy.

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

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



Printed Name: \_\_\_\_\_

**APPLICANT'S STATEMENT & SIGNATURE**

Prior to an offer of employment, a background check, including a driver's record check, criminal record check, and fingerprinting, will be conducted. Upon an offer of employment being extended and accepted, candidate will be required to participate in a medical screening and drug test prior to employment.

I authorize the Poquonnock Bridge Fire District or its affiliates or agents to make such investigations and inquiries of the information provided herein, and other matters that relate hereto, as may be necessary, whether or not it is in my records. I hereby release the Fire District from any damage whatsoever for issuing same. I hereby release employers, schools and other persons, institutions and businesses from all liability in responding to inquiries in connection with my application. I understand that if I am offered and accept a position, criminal history conviction information request shall be submitted by the Poquonnock Bridge Fire District to confirm the conviction information I have provided in this application. I understand that misrepresented, misstated, omitted, or falsified information given in my application, resume, or during my interviews may result in a refusal to hire, or discharge in the event of employment. I certify that to the best of my knowledge, the information given truly represents my background and experience.

I understand and agree that, if hired, my employment is at will. I also understand that if I am hired my employment is for no definite period of time. I may terminate my employment at any time and I may be dismissed at any time without prior notice. I further understand and agree that nothing in this application form shall constitute a contract of employment or shall constitute a contract or a guarantee of employment.

I also understand that any policies or procedures implemented by the Poquonnock Bridge Fire District in the event of my employment are for purposes of operations only and are not intended to be nor constitute a contract for employment. In addition, I understand that any of these policies or procedures may be changed at any time at the employer's discretion and without notice.

A photocopy of this authorization is to be accepted as an original.

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

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

Printed Name: \_\_\_\_\_

**PROCESSING RECORD**

Notes:

Position Offered:

Confirmation Letter Sent:

Accepted \_\_\_\_\_ Refused \_\_\_\_\_





# POQUONNOCK BRIDGE FIRE DISTRICT

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Phone: (860) 446-5997 Fax: (860) 445-2554

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## AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, \_\_\_\_\_, do hereby authorize a full disclosure and release of all records or any part thereof, concerning myself, by and to the POQUONNOCK BRIDGE FIRE DEPARTMENT, whether said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, financial or credit institutions, including records of deposits, withdrawals, and balances or checking and savings accounts and loans, and also the records of commercial or retail credit agencies; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners and US Veterans' Administration; public utilities; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, and salary records; real and personal property tax statements and records, wherever filed; records of complaints, arrest, trial and/or conviction for alleged or actual violations of the law, including criminal and/or traffic records; records of complaints of a civil nature made by or against me, wheresoever located, and to include the records and recollection of attorneys-at-law or of other counsel, whether representing me or another person in any case in which I presently have or have had an interest.

It is the intent of this authorization to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation which may provide pertinent data for the POQUONNOCK BRIDGE FIRE DEPARTMENT, to consider in determining my suitability for employment by that department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically enumerated above are not intended to deny access to any records not specifically mentioned herein.

I understand that any information obtained by the personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the POQUONNOCK BRIDGE FIRE DEPARTMENT. I also hereby release the individual, company or institution, and all individuals connected therewith, from all liability for any damage whatsoever incurred in furnishing such information.



A photocopy of this release will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DOB: \_\_\_\_\_

SOC. SEC. #: \_\_\_\_\_

WITNESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WITNESS  
SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_