



Oakdale Fire Department

Application for Employment

We would like to say thank you for taking time to consider joining the Oakdale Fire Department. The Oakdale Fire Department is considered a combination Department made up of a full-time Fire Chief, Deputy Fire Chief, 8 full-time Firefighter/EMT-Paramedics and 35 paid on call Firefighters divided between two fire stations. The fire department responds to over 2,600 calls for service per year covering all fire, emergency medical, vehicle accidents and a variety of other emergency and non-emergency calls for service.

The department accepts applications throughout the year and begins the hiring process when it is determined that additional personnel are needed. If you meet the minimum requirements, you and your spouse or significant other, will be invited to attend an informational meeting. This meeting is your opportunity to learn in greater detail the requirements and commitment it takes to become a member of the Oakdale Fire Department.

Following the meeting all applications are reviewed and a list of candidates to be interviewed is compiled. The purpose of the interview is to get to know more about the candidates and to more clearly convey the expectations and commitment required to be a firefighter with the Oakdale Fire Department.

Following the interviews selected candidates will move to the next step in the hiring process which includes a background check, a psychological evaluation and general physical and drug test, as well as a physical ability test.

Please complete the application. We would also ask you to include a cover letter explaining why you want to become a member of the Oakdale Fire Department. Please return all information to our fire station #1, located at 5000 Hadley Avenue North. If you have any questions, please feel free to contact us at 651-731-8886.

Thank you for your time and we look forward to meeting you!

The Oakdale Fire Department Membership Committee.

The position for which you are applying is with the Oakdale Volunteer Fire Department Inc. which is an Independent Non-Profit Firefighting Corporation. As such you are not applying for a position with the City of Oakdale.

Minimum Requirements for Employment

Before you apply, please take a moment to make sure you meet **all** the minimum requirements for employment at the Oakdale Fire Department.

- Must be at least 18 years of age.
- Must have obtained a High School diploma or GED equivalent.
- Must have and maintain a valid Minnesota drivers license and have reliable transportation.
- Must live within 6 driving minutes of either Station 1 (5000 Hadley Ave N) or Station 2 (6633 15th St N) **at the time of application.**

In addition to the minimum requirements for pre-employment, please be sure you could meet these additional requirements if you were to be hired.

- You must be willing to attend training drills 2 – 3 Mondays a month, complete online training courses and other required ongoing training.
- You must attend and pass initial training courses including, but not limited to, Fire Fighter I, Fire Fighter II, EMTB and HAZMAT.
- You must be willing to participate in public relations events such as Parades, Night to Unite, Station Tours, and Oakdale Summerfest.
- You must maintain a 25% attendance record for calls for service and 66% attendance at all training drills.
- You must pass an annual physical, physical ability test.

I understand that the position I am applying for is a Volunteer or Paid-On Call position with the Oakdale Volunteer Fire Department Inc. and is not a part time or full time position.

I (please print name) _____ acknowledge that I have read, understood and meet all of the minimum requirements for employment with the Oakdale Fire Department.

Signature of Applicant

Date



Oakdale Volunteer Fire Department Inc.

EMPLOYMENT APPLICATION

Your application will be considered for the position of Firefighter & EMT with the Oakdale Fire Department. Qualified applicants are considered for positions without regard to race, color, natural origin, sex, sexual orientation, age, religion, marital status or public assistance status.

Your Information

Date: _____ / _____ / _____

Name: _____
(First) (Middle) (Last)

Present Address: _____
(Street) (City) (State) (Zip)

Important: You must live within Response Area at the time of application. See Page 2.

Mobile Phone: _____ - _____ - _____ Home Phone: _____ - _____ - _____

Email Address: _____

Have you filled out an application here before: YES NO

If yes, give approximate date: _____

Are you employed at this time: YES NO

If yes, may we contact your employer: YES NO

Your Education

Name and Location	# of Years Attended	Diploma/Degree
High School:		
College/Trade:		
Other:		

Certifications Relevant To Employment (Current Only Please)

(EMT, Firefighter I, II, HazMat, etc.)

Drivers License Information

Issuing State	Number	Class	Expiration Date

Your Job History and Experience

Please list the last three employers; present/most recent first.

Employer #1:	_____
Address:	_____
Phone Number:	_____
Job Title:	_____
Dates Employed:	From: _____ To: _____
Supervisors Title:	_____
Description of Duties:	_____ _____
Reason for Leaving:	_____ _____
Hourly Rate:	_____

Employer #2:	_____
Address:	_____
Phone Number:	_____
Job Title:	_____
Dates Employed:	From: _____ To: _____
Supervisors Title:	_____
Description of Duties:	_____ _____
Reason for Leaving:	_____ _____
Hourly Rate:	_____

Employer #3: _____

Address: _____

Phone Number: _____

Job Title: _____

Dates Employed: From: _____ To: _____

Supervisors Title: _____

Description of Duties: _____

Reason for Leaving: _____

Hourly Rate: _____

Personal References

Please list three people you have known for at least one year and who are not related to you.

Name	Address	Phone Number	# of Years Acquainted

Background Information

Have you ever served a sentence in jail or prison, or been convicted of a misdemeanor or felony for which a jail sentence was or could have been imposed? (You may answer "no" if the conviction or criminal records have been annulled, sealed, set aside or purged, or if you have been pardoned pursuant to law.)

_____ Yes _____ No

If "yes", please attach a separate sheet with explanation. Information concerning this application will not be used to automatically bar you from employment. Each case is considered on its individual merits and the type of work applied for. However, making false statements or withholding information will result in your being barred from employment or removed from employment.

I authorize investigation of all statements contained in this application for employment as may be necessary to determine eligibility for employment. I certify that answers given herein are true and complete to the best of my knowledge and I understand that, if employed, falsified statements on this application shall be grounds for dismissal. I understand and agree that, if hired, my employment is at will. My employment will be for no definite period and may be terminated at any time and for any or no reason.

Signature of Applicant

Date

APPLICATION GUIDELINES

To ensure that your application will be accurately processed:

1. Make certain that the application is complete in its entirety. An incomplete application may lose credit or be removed from further consideration. Attach resume or additional information for consideration.
2. Applications received after 4:30 p.m. on the closing date cannot be accepted, unless otherwise stated in the position announcement.

TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, the Oakdale Fire Department is required to inform you of your rights as they relate to the private information collected from you. Private data is information which is available to you, but not to the public; the personal information we collect about you is private. Minnesota Statutes, 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment with the Oakdale Fire Department. All data collected is considered private except for the following:

- | | |
|--------------------------|--------------------------------------|
| 1. your veteran's status | 4. your education and training |
| 2. your job history | 5. your rank on our eligibility list |
| 3. relevant test scores | 6. your work availability |

Your name is considered private information, however, if you are selected to be interviewed as a finalist, your name becomes public information.

The data supplied by you may be used for such other purposes and may be determined to be necessary in the administration of personnel policies, rules and regulations of the Oakdale Fire Department. Furnishing social security numbers, date of birth, (unless a minimum age is required) sex, age group and disability data is voluntary, but refusal to supply other requested information will mean that your application for employment may not be considered.

Private data is available only to you, to appropriate department employees and others as provided by state and federal law who have a bonafide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment which is not designated in this notice as private data.

Except for race, sex, age and disability data, the information you provide to us about yourself is needed to identify you and to assist the Oakdale Fire Department in determining your suitability for the position you are applying for. Race, sex, age and disability data are used in summary form by the Department to monitor protected class employment and to meet federal, state and local reporting requirements.

I declare that I have read and understand the information given above regarding the Minnesota Data Practices Act.

Signature of Applicant

Date

RELEASE AUTHORIZATION

Oakdale Fire Department
5000 Hadley Avenue North
Oakdale, MN 55128
651-731-8886

I (please print name) _____ hereby authorize investigation of any information contained in the application for employment and/or supplemental materials I have submitted in consideration for the position of Firefighter, as may be needed to arrive at an employment decision. I authorize any or all educational institutions and prior employers listed in the application for employment to provide information that they may have concerning me as it may relate to consideration of my application for the above named position. I release those parties from any such and all liability or claims for damage that may result from such.

Signature of Applicant

Date