

# City Of Hewitt Volunteer Fire Department

## Application for Fire Department Position

We welcome you as an applicant for the Fire Department Position with the city of Hewitt MN. It is the city of Hewitt's policy to provide equal opportunity to all fire department volunteers. The city of Hewitt will not discriminate on basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity, or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for the position you seek, your application will be evaluated in comparison to the requirements for the volunteer position. As an applicant for the volunteer position, your name is considered private until you become a finalist for the volunteer position with the city of Hewitt. You are considered a finalist if and when you are selected for a final interview.

The city of Hewitt accommodated qualified persons with disabilities in all aspects of the volunteer position, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact Adam Templin at 218-371-7399.

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

First

Middle

Last

Street address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you legally eligible to work in the United States in the position for which you are applying?

\_\_\_\_\_ Yes \_\_\_\_\_ No (proof of citizenship or work eligibility will be required)

Are you at least 18 years old? \_\_\_\_\_ Yes \_\_\_\_\_ No

## Education Information

Circle highest grade completed:

1 2 3 4 5 6 7 8

9 10 11 12/GED

13 14 15 16

MA MS PHD JD

Grade school

High School

College/technical

Graduate

Name of Highschool: \_\_\_\_\_

Name of college: \_\_\_\_\_

Name of Graduate School: \_\_\_\_\_

Technical/Vocational: \_\_\_\_\_

Other: \_\_\_\_\_

List and other courses, seminars, workshops, or training you have which may provide you with skills related to the position applied for:

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Please list any licenses, Registrations, or Certifications relevant to the position for which you are applying:

License/registration/certificate	Issued by	No.	Expiration
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Are you eligible to hold a MN Fire Fighter license or any other Fire Fighter courses or Certifications?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have a valid MN Driver's license or are you eligible to obtain one?

\_\_\_\_\_ Yes \_\_\_\_\_ No

## Unsalariated Experience

Describe any unsalaried or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which may reveal race, sex, religion, age, disability, or any other protected status).

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## Military Experience

Did you serve in the U.S. Armed Forces or are you serving in the U.S. Armed Forces? \_\_\_\_ Yes \_\_\_\_ No

Describe your duties: \_\_\_\_\_

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Do you wish to apply for Veterans Preference Points? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered "yes" to the above question, you must complete the enclosed application for Veterans Preference Points, and submit the application and required documentation to the City of Hewitt within seven days of the application deadline for the position for which you are applying.

## Authorization

I certify that all information I have provided in this application with the City of Hewitt is true and complete to the best of my knowledge. I agree and understand that any false statements or omission of information contained in the application or any supplemental materials I submit may disqualify me from further consideration for employment or result in immediate dismissal if discovered at a later date regardless of the length of employment or when misrepresentation of omission is discovered.

I also understand that the Fire Department position offers are conditioned upon the applicant passing a criminal background check and urine analyses test.

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Signature

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Date

# Application for Veteran's Preference Points

**Eligibility:** Preference points are awarded to qualified Veteran's and spouses of deceased or disabled veterans to add to the training and experience examination results. Points are awarded to the provisions of Minnesota Statutes 197.455. To be eligible for Veteran's Preference Points, you must:

1. Be separated under honorable conditions from any branch of the United States armed forces after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify.
2. NOT be currently receiving or eligible to receive monthly veteran's pension based exclusively on length of military service. The information you provide on this form will be used to determine you eligibly for veteran's preference points. You are not required to supply this information, but we cannot award veterans points without it.

**Instructions:** You must supply a copy of you DD214. Disabled veterans must also supply Form FL-802 or an equivalent letter from a service retirement board. Spouses applying for preference points must supply their marriage certificate, and the Vetran'sDD214 and FL-802 or death certificate.

If you do not include these documents with this application, be sure to include your name, and the name of the position for which you are applying, when you do not submit the documents.

All documentation must be received no later than seven calendar days after the application deadline for the position for which you are applying.

## Veteran's Preference Application

Veteran: \_\_\_\_\_ Self \_\_\_\_\_ Spouse if spouse, Veterans name: \_\_\_\_\_

Branch of service \_\_\_\_\_ Dates of active duty: From \_\_\_\_\_ To \_\_\_\_\_

Rank at discharge: \_\_\_\_\_ Type of Discharge \_\_\_\_\_

Date of final discharge: \_\_\_\_\_ Service Number: \_\_\_\_\_

Are you receiving or eligible for a military pension? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have a comprehensive service-related disability? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_ Veteran \_\_\_\_\_ Disabled Veteran \_\_\_\_\_ Spouse of Veteran \_\_\_\_\_ Spouse of disabled Veteran

# Tennessee Warning

In accordance with the Minnesota Government Data Practices Act, the City of Hewitt 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 130.04 and 13.43 are two sections that govern what affects you as an applicant for employment with the City of Hewitt. All data collected is considered private except for the following:

1. Your Veteran's statutes.
2. Relevant test scores.
3. Your rank on our eligibility list.
4. Your job history.
5. Your education and training
6. Your work ability

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 as may be determined to be necessary in the administration of personal policies, rules and regulations of the City of Hewitt. 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 Volunteer Firefighter may not be considered.

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

Except for race, sex, and disability data, the information you give us about yourself is needed to identify you and assist the City of Hewitt in determining your suitability for the position for which you are applying. Race, sex, age, and disability data are used in summary form by the city of Hewitt 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 regarding the Minnesota Data Privacy Act.

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Applicants printed name

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Applicants Signature

Date

Please return all applications to the City of Hewitt offices: 509 East Third Ave.

Or email them to [Hewitt.fd.mn@gmail.com](mailto:Hewitt.fd.mn@gmail.com)

# City of Hewitt

## Equal Employment Opportunity Information

To All Applicants:

The following information in no way affects you as an individual applicant. This information will be used to find out how effective our recruitment efforts are in reaching all segments of the population and in validation of our selection methods. The information will NOT be maintained in personal files and will NOT be made available to any person involved in decisions affecting an individual's appointment or promotion to a position. Although providing this information is voluntary, it is important that all applicants answer these questions so that we may take steps to prevent discrimination in the recruitment and selection of employees for public service.

Position applying for: \_\_\_\_\_ Department: \_\_\_\_\_

What sex are you?  Male  Female

Of the following, of what racial/ethnic group do you consider yourself?

American Indian/Alaskan Native

African American

Asian and Pacific Islander

Spanish or Mexican American

Caucasian

Other \_\_\_\_\_

Do you have a disability?  Yes  No

## Description of duties required

Volunteer must be able to properly wear and use all PPE (Personal protection equipment) and must also be able to carry or haul heavy loads. Volunteer must be a team player, get along with others, and listen well to advice from Officers on the department (your life depends on it!). Volunteer needs to know that they may or will be placed in very dangerous situations or bloody situations at any given time. Lastly the Volunteer will be required to attend all medical and fire related classes paid for by Hewitt Fire Department to maintain safety and awareness for you and the other department members.

I understand the duties required to be a Volunteer Fire Fighter

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

