



Fire Department

Memorandum

TO: All Applicants to the South Portland (ME) Fire Department

FROM: James P. Wilson, *Fire Chief*

SUBJECT: South Portland Firefighter Application

All applicants to the Fire Department must meet the following *minimum* qualifications:

1. 20 years old on the date of application;
2. High School graduate or equivalency;
3. Hold a valid motor vehicle driver's license;
4. Eligible to lawfully remain, accept employment and work within the United States;
5. No disqualifying *criminal conduct* or *conviction(s)* (see page 7 of employment application);
6. Suitable physical condition allowing successful completion of the South Portland Fire Department Candidate Physical Ability Test (CPAT) exam.

In order for your application to be deemed complete, it must include the following attachments:

- Applicants who are *Certified Paramedics** must submit proof of certification;
OR
- Applicants who are not *Certified Paramedics** must submit proof of EMT-Basic certification;
- All Applicants must submit proof that they have passed the CPAT exam within the twelve (12) months preceding the date of application;
OR take the CPAT exam offered in the spring through the Fire Department;
- High School Diploma or Equivalency;
- Photocopy of the applicant's *current* and *valid* driver's license;
- Copies of relevant verifying documents, as outlined on page 7 of the employment application / questionnaire.

Only complete applications will be forwarded to the Civil Service Commission and fire department for further consideration.

* For purposes of this application, a ***Certified Paramedic*** means a person who has graduated from an approved paramedic program and currently holds a valid Maine Paramedic license, **OR** is a ***Nationally Registered Paramedic*** in another state and can be licensed in Maine.

Please return this application, along with the above-noted attachments, to:

Karla Giglio, HR Specialist
City of South Portland
Human Resources Department
25 Cottage Road, P.O. Box 9422
South Portland, ME 04116-9422

The remainder of the hiring process may include, but is not limited to:

1. Preliminary background screening, with potential placement on a hiring eligibility list;
2. Interview with fire department and Civil Service Commission staff;
3. Job Offer, conditioned upon successful completion of:
 - a. Background Investigation
 - b. Job Performance Assessment (“Psychological”)
 - c. Medical (“Physical”) Evaluation

NOTE: Applications remain valid for one (1) year from the date of submission.

Thank you for your interest in the South Portland Fire Department. For questions or clarification related to the department or this hiring process, please contact Chief James P. Wilson (207.799.3314) or Karla Giglio, HR Specialist (207.767.7682).

List all acquaintances or relatives that are currently members of the department: _____

RECORD OF EDUCATION

(High School Diploma or Equivalency Required)

School	Name and Address Of School	Course of Study	Circle Last yr Completed	Did you Graduate?	List Diploma/ Degree
High School			1 - 2 - 3 - 4		
College			1 - 2 - 3 - 4		
Other <i>(Specify)</i>			1 - 2 - 3 - 4		

MILITARY SERVICE RECORD

(Attach Copy of DD-214)

Were you in the U.S. Armed Forces? _____ If yes, what Branch? _____

Dates of Duty: From _____ To: _____

Rank at discharge: _____ Honorable Discharge: *Yes / No* (Circle one)

List duties in the Service including special training: _____

PERSONAL REFERENCES

(Not former employers or relatives)

Name and Occupation **Address** **Phone Number(s) (MANDATORY)**

1. _____
2. _____
3. _____
4. _____

EMPLOYMENT RECORD

List below ALL present and past employment, beginning with your most recent:

1.

Name and address of Company And type of business		From MO/YR	To MO/YR	Describe in detail the work you did
Telephone:				
Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving		Name of Supervisor

2.

Name and address of Company And type of business		From MO/YR	To MO/YR	Describe in detail the work you did
Telephone:				
Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving		Name of Supervisor

3.

Name and address of Company And type of business		From MO/YR	To MO/YR	Describe in detail the work you did
Telephone:				
Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving		Name of Supervisor

4.

Name and address of Company And type of business		From MO/YR	To MO/YR	Describe in detail the work you did
Telephone:				
Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving		Name of Supervisor

ADDITIONAL INFORMATION

Describe Specialized Skills (e.g., technologies, written or oral communication, foreign language fluency, etc.):

Describe any Experience in Public Service or Dealing with the Public:

Describe Current or Past Civic or Community Involvement:

List Other Relevant Information (e.g., trainings, certifications, internships, experiences):

List Names of any City of South Portland Employees Who You Know:

Who Told You or How Did You Learn About This Job Opportunity?

AWARD OF ADDITIONAL POINTS

(Per Chapter 19, City of South Portland Code of Ordinances)

In order to be eligible to receive additional points for education, training certification(s) or military experience, as outlined below, you must submit photocopies of relevant documents with your application:

- State of Maine or Nationally registered EMT-Basic **1 Point** – Copy of License
- State of Maine or Nationally registered EMT-Advanced **3 Points** – Copy of License
- Fire Science Degree from an accredited college **3 Points** – Copy of Diploma or transcript
- Maine State Fire Fighter I completion certificate or **1 Point** – Copy of certificate
- Maine State Fire Fighter II completion certificate **2 Points** – Copy of certificate
- Per year of South Portland Call Company or any full time firefighter experience within the past five years, from the date of application **1 Point** – (max. 4) Letter from Fire Chief
- Per year of prior active military duty **0.5 Point** – (max. 2) Copy of DD-214

NOTICE / WAIVER

The facts set forth above in this application are true and complete and may be used by the City of South Portland to assist in determining my suitability for employment as a Police Officer. Applicants may be removed from the hiring process for reasons, including but not limited to any of the following disqualifying **criminal conduct** or **convictions**: Murder; any Class A, B or C crime (felonies); any Class D crime within the past ten (10) years (including OWL, OUI, DTE); certain Class E misdemeanor crimes committed within the past ten (10) years, or crimes involving moral turpitude, domestic abuse or domestic violence, illegal sales of scheduled drugs; or for any illegal use of drugs within the past three years and / or beyond what may constitute experimentation. Other standards, including driving history, will also apply. I UNDERSTAND THAT DELIBERATE INACCURACIES, MISSTATEMENTS, FALSEHOODS, OR OMISSIONS DURING THE HIRING PROCESS ARE GROUNDS FOR IMMEDIATE DISQUALIFICATION FROM CONSIDERATION, OR FOR DISCHARGE / TERMINATION FROM EMPLOYMENT AFTER HIRING. I understand that I may be asked to submit to a pre-employment background check; to include criminal, driver and credit history, as well as polygraph, job assessment, fitness and medical evaluations as a condition of employment. I authorize the police department to make or cause such inquires through means of their choice. I hereby release any individual, agency, employer, entity, and the City of South Portland from all claims of liabilities that might arise from the inquiry into or disclosure of such information, including claims under any federal, state, or local civil rights law and any claims for defamation or invasion of privacy. It will be the applicant’s responsibility to keep the City apprised of any change of address or contact information; and to punctually attend any required appointments. Failure to meet any of the above obligations may result in disqualification from the hiring process.

Signature of Applicant

Date: _____