

**LAFAYETTE TOWNSHIP FIRE PROTECTION DISTRICT  
4002 SCOTTSVILLE ROAD  
FLOYDS KNOBS, IN 47119**

**Phone: (812) 923-8003**

**FAX: (812) 923-1961**

**Web: [www.ltvfd.org](http://www.ltvfd.org)**

We are pleased you have decided to apply to become a **Firefighter/EMT** with the Lafayette Township Fire Protection District. Please complete the attached application, which is the first step in the process you will undergo to become an active Firefighter. After you have completed the application, mail or deliver it to us. Some documents you will need to attach to your completed application are your current driver's license and any medical, trade, or professional certificates and/or licenses you currently possess as well as a copy of your military discharge papers. Since you are applying for a paid position, you also will be required to show us proof that you are eligible to work in the United States.

The attached Firefighter Position Description and the information about the Americans with Disabilities Act are yours to keep.

*We look forward to hearing from you soon!*

Please mark an X in the blank for the position(s) you are applying for.

Firefighter  
 Firefighter/EMT  
 EMT/Medic Only

Fulltime  
 Part Time  
 Volunteer



9. List any medical, trade, or professional certificates and/or licenses you possess. (ATTACH COPIES OF ALL)

Name of Certificate or License: \_\_\_\_\_ Cert. /License No.: \_\_\_\_\_

Name of Licensing Agency: \_\_\_\_\_

Address of Licensing Agency: \_\_\_\_\_

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Name of Certificate or License: \_\_\_\_\_ Cert. /License No.: \_\_\_\_\_

Name of Licensing Agency: \_\_\_\_\_

Address of Licensing Agency: \_\_\_\_\_

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Name of Certificate or License: \_\_\_\_\_ Cert. /License No.: \_\_\_\_\_

Name of Licensing Agency: \_\_\_\_\_

Address of Licensing Agency: \_\_\_\_\_

10. Place a checkmark next to each of the following for which you hold a current certificate or license:

Basic Firefighter

Driver/Operator Pumper

IFSAC or Indiana Firefighter 1

IFSAC or Indiana Firefighter 2

IFSAC or Indiana Instructor 1

IFSAC or Indiana Instructor 2/3

IFSAC or Indiana Fire Officer 1

IFSAC or Indiana Fire Officer 2

IFSAC or Indiana Fire Officer 3

IFSAC Fire Officer 4

IFSAC or Indiana Inspector 1

IFSAC or Indiana Inspector 2

IFSAC or Indiana Safety Officer

Indiana First Responder

Indiana EMT-B

Indiana EMT-A

Indiana EMT-I

Indiana EMT-P

Haz-Mat:

Awareness

Operations

Technician

Rope Rescue Technician

Other please list:

Swift water:

Awareness

Operations

Technician

Instructor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. List firefighting equipment, machinery, and office equipment (including computers), you are able to operate:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Have you ever served in the military? Yes  No  If yes, complete the following.

Service Dates: from \_\_\_\_\_ to \_\_\_\_\_ Branch: \_\_\_\_\_

Rank at time of discharge: \_\_\_\_\_ (ATTACH COPY OF FORM DD-214)

13. Employment Experience: Begin with your most recent job and describe in detail each specific job you have held during the last fifteen 15 years. Periods of unemployment also should be noted. Leave no gaps in time sequence. Be sure to list all applicable experience that qualifies you for the position sought. Attach additional forms if needed to complete your employment history. You may exclude organizations that indicate age, color, religion, gender, national origin, handicap, or any other protected status.

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Employer: _____	Describe your duties: _____
Address: _____	_____
_____	_____
_____	_____
Type of Business: _____	_____
_____	_____
Your Position: _____	_____
Dates: _____ to _____	_____
Wages: Start _____ End _____	_____
Supervisor's Name: _____	_____
Supervisor's Title: _____	_____
Reason for Leaving: _____	_____
_____	_____

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Employer: _____	Describe your duties: _____
Address: _____	_____
_____	_____
_____	_____
Type of Business: _____	_____
_____	_____
Your Position: _____	_____
Dates: _____ to _____	_____
Wages: Start _____ End _____	_____
Supervisor's Name: _____	_____
Supervisor's Title: _____	_____
Reason for Leaving: _____	_____
_____	_____

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Employer: _____	Describe your duties: _____
Address: _____	_____
_____	_____
_____	_____
Type of Business: _____	_____
_____	_____
Your Position: _____	_____

Dates: \_\_\_\_\_ to \_\_\_\_\_  
 Wages: Start \_\_\_\_\_ End \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_  
 Supervisor's Title: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 \_\_\_\_\_

Employer: \_\_\_\_\_ Describe your duties: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Type of Business: \_\_\_\_\_  
 \_\_\_\_\_  
 Your Position: \_\_\_\_\_  
 Dates: \_\_\_\_\_ to \_\_\_\_\_  
 Wages: Start \_\_\_\_\_ End \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_  
 Supervisor's Title: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 \_\_\_\_\_

14. Have you ever been convicted of a crime? Yes  No  If yes, complete the following.

Charge	Location (city/state)	Date	Disposition of Charge

15. Are there any felony charges pending against you? Yes  No

16. How did you learn about this position? Please check all that apply.

- Firefighter     
  Newspaper Ad     
  Personal Contact     
  Mailing  
 Posting     
  Radio/TV Ad     
  Other \_\_\_\_\_

I certify that the information given in this Application is correct and complete to the best of my knowledge. I am aware that should an investigation at any time show falsification, I may be excluded from consideration for employment; or if I am already employed, my employment may be terminated and/or I may be disqualified from consideration for future employment.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

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**AUTHORIZATION FOR RELEASE OF RECORDS**

I, *(print your name here)* \_\_\_\_\_, hereby authorize the Lafayette Township Fire Protection District to request any law enforcement agency, former employer, to release all information (including but not limited to traffic, arrest/conviction) to the Lafayette Township Fire Protection District or its representative, which may be sought in connection with my application for the position of Firefighter with the Lafayette Township Fire Protection District.

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Additional descriptive information may be provided to identify me if necessary or requested.

A photocopy of this Release shall be considered as effective and binding as the original hand-executed copy.

\_\_\_\_\_

Signature of Applicant  
(Please sign this in the presence of a witness)

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Witness

**Request For Criminal Records**

The Lafayette Township Fire Protection District has made a request for any criminal record conviction found in the file of the criminal history record information system regarding the person identified herein. This information shall be released to the Lafayette Township Fire Protection District P.O. Box 51 Floyds Knobs, IN 47119.

**Acknowledgement By Applicant**

I have applied for employment or a volunteer position with the Lafayette Township Fire Protection District. I am requesting that the Indiana State Police provide the employer with any record of conviction found in the file of the criminal history record information system. I know that I have the right to inspect my criminal history record and to request correction of any inaccurate information. If I do not exercise that right, I agree to hold harmless the Indiana State Police and the Lafayette Township Fire Protection District and any employee(s) from either agency from any claim for damages arising from the dissemination of inaccurate information.

**Applicant Information (Please Print)**

Name: \_\_\_\_\_  
                    Last                                      First                                      Middle                                      Maiden

Address: \_\_\_\_\_  
                    Street                                      City                                      State                                      Zip

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

\_\_\_\_\_  
Signature                                      Date                                      Witness                                      Date

# LAFAYETTE TOWNSHIP FIRE PROTECTION DISTRICT

## FIREFIGHTER POSITION DESCRIPTION

### POSITION SUMMARY

The Firefighter's role is to protect life and property through firefighting and EMS activities often performed under conditions which require strenuous physical exertion. Major elements of a Firefighter's work are the participation in company inspection activities performed by fire companies, supervised drills, and training in firefighting and EMS skills. Some time is spent in special and routine maintenance of equipment and apparatus and routine care of buildings and grounds, as well as public education activities. Work at the fire station and scenes of fires, is normally performed under close supervision in accordance with well defined procedures, and is inspected in process and upon completion by a Company Officer. Occasionally, members in this position may be required to relieve a position of higher rank and when so assigned, are responsible for the management of all company programs and the supervision of assigned personnel and equipment at the scene of the fire until relieved of command by an officer of higher rank. Firefighters may be assigned to work on special assignments which call for special abilities and knowledge attained through experience and training. These duties and assignments are to be performed in a proper and professional manner so as to protect the life and property of the people we serve.

### BASIC FUNCTIONS

Responds immediately to fires, medical emergencies, or other emergencies and non emergencies that require response from the fire department

Lays and connects hose, holds nozzles and directs water streams, raises and climbs ladders and uses chemical extinguishers, bars, hooks, lines and other equipment at the scenes of fires;

Performs salvage operations;

Performing under an organizational and teamwork status

Administers EMS to injured persons, frequently using advance techniques to restore cardio-pulmonary functions;

Participates in fire drills and attends classes in firefighting, EMS and related duties;

Performs general maintenance work in the up-keep of the district property;

Inspects building and premises for compliance with fire codes, checks on complaints;

Inspects commercial and noncommercial buildings, when assigned;

Conducts tours of stations for public education

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Interacts in a professional and respectful manner with other district members and the public

Obeying and supporting department's rules, regulations, policies, and procedures.

Efficiently, effectively and safely act in the capacity of an Apparatus Operator or Sergeant.

**ESSENTIAL FUNCTIONS:** The most important and indispensable duties required of a Firefighter with the Lafayette Township Fire Protection District relate to fire suppression and rescue procedures, including the following functions.

- 1) **Safety:** A Firefighter must . . .
  - a) Know the dangerous building conditions created by fire.
  - b) Be able to act in a fire situation or hostile environment.
  - c) Be able to use safety procedures in emergency operations in relation to
    - i) Protective equipment
    - ii) Teamwork
    - iii) Portable tools and equipment
    - iv) Riding on apparatus
    - v) Hazardous materials incidents
  - d) Not pose a direct threat or significant risk to the health or safety of other Firefighters or the public.
- 2) **Emergency Medical Care and Rescue:** A Firefighter must be able to examine a victim to identify symptoms of life-threatening injuries, to search for victims in smoke-filled buildings or other hostile environments, and remove injured persons from the immediate hazard. A Firefighter also must be able to respond to emergency medical care calls as assigned for assistance to sick or injured people and treat them according to guidelines.
- 3) **Fire Equipment:** A Firefighter must be able to use fire equipment such as nozzles and hose appliances carried on a pumper, advance dry hose lines, connect a fire hose to a hydrant, couple and uncouple fire hose, work from a ladder with a charged attack line, carry hose into buildings, and replace a burst section of hose, all in an emergency situation.
- 4) **Self-Contained Breathing Apparatus:** A Firefighter must know the various hazardous respiratory environments encountered in firefighting, and be able to use self-contained breathing apparatus in an emergency situation.
- 5) **Forcible Entry and Ventilation:** A Firefighter must be able to use manual forcible entry tools, know the advantages and effects of ventilation, and be able to ventilate a fire.
- 6) **Ladders:** A Firefighter must be able to carry, raise and climb ground and aerial ladders, carry firefighting tools and equipment while ascending and descending, and bring injured persons down the ladders.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

Fire fighting principles and practices

Emergency Medical techniques

Hazardous Materials mitigation

Ability to:

Work cooperatively with other district members and the public.

Work at heights greater than ten feet.

Operate power driven machinery such as lawn mowers and extrication tools.

Move objects to include fire suppression equipment and victims short distances (20 feet or more).

Observe or monitor people's behavior to assess patient condition.

Communicate verbally with customers, clients or the public in face-to-face one-on-one settings.

Understand and follow verbal and written instructions in the English language.

Work for long periods of time, requiring sustained physical activity and intense concentration.

Rely on sense of sight and hearing to help determine the nature of an emergency and make operational decisions.

Make life and death decisions during emergency situations.

Comprehend and make inferences from written material in the English language.

Work in a variety of weather conditions with exposure to the outdoor elements.

Work safely without presenting a direct threat to self or others.

Learn job related material through structured lecture and reading and through verbal instruction and observation. This learning takes place in both a classroom setting and in an on-the-job training setting.

Observe or monitor objects to determine compliance with prescribed operating or safety standards.

Bend or stoop repeatedly or continually over time to perform emergency medical services, or perform duties on the fire ground.

Perform duties requiring frequent pulling of fire equipment such as removing hose from apparatus, pulling ceilings, starting power equipment, opening doors on the apparatus, or possibly the removal of victims from danger.

Lift arms above shoulder level to cut vent holes with an axe or to force entry into automobiles using specialized tools.

Use Self-Contained Breathing Apparatus and protective clothing to prevent exposure to hazardous materials and infectious diseases.

**SHIFT:**

Can work on a rotating schedule of (24) twenty four hours on and (48) twenty four hours off, and is eligible for overtime compensation.

**ADDITIONAL REQUIREMENTS:**

Some positions will require the performance of other essential and marginal functions depending upon station assignment, or shift.

Some positions require the use of personal or department vehicles on department business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record as determined by LTFPD Command Staff.

## **EDUCATION AND EXPERIENCE:**

High School Diploma or GED

## **PERSONAL QUALITIES**

Mental alertness

Self discipline

Courage

Mechanical aptitude

Endurance

Strength

Sense of public service

Initiative

Self Motivated

Good judgment

Dependable

Efficiency

## **REQUIRED LICENSES AND CERTIFICATIONS:**

Indiana Operators License (shall have no DUI or reckless driving convictions within the past three (3) years)

Firefighter I/II, (IFSAC), or equivalent

Indiana First Responder

Emergency Medical Technician – Basic (obtained within one (1) year)

Hazardous Materials Awareness Level

Hazardous Materials Operations Level

Appropriate NIMS Certifications

**Minimum Qualification Requirements:** A Firefighter with the Lafayette Township Fire Protection District must have the following Minimum Qualifications.

- 1) A Firefighter must have a high school diploma or state recognized equivalent.
- 2) A Firefighter must be at least twenty-one (21) years of age.
- 3) A Firefighter must have completed an “**Application for Firefighter Position**” for the Lafayette Township Fire Protection District.

- 4) The Lafayette Township Fire Protection District must complete an investigation of the applicant's personal and work history to determine if any matters exist that would affect the Firefighter in the performance of his/her duties and responsibilities as a Firefighter.
- 5) Must possess a valid Drivers' License.
- 6) One (1) year as a Firefighter
- 7) Current NIMS Certifications
- 8) Firefighter I/II, (IFSAC), or equivalent
- 9) Indiana First Responder
- 10) Must obtain Emergency Medical Technician – Basic within one year of employment.

**Minimum Standards to Maintain Position:** A Firefighter with the Lafayette Township Fire Protection District must maintain the following Minimum Standards.

- 1) Complete a one-year (1-year) probation period with the Lafayette Township Fire Protection District.
- 2) Maintain First Responder, EMT, and Haz-Mat Operations licensure/certification throughout his/her employment with Lafayette Township Fire Protection District.

**Reasonable Accommodations:** The Lafayette Township Fire Protection District will make reasonable accommodations for any individual with disabilities unless the accommodation would present a direct threat or significant risk to the health or safety of other Firefighters or the public, or would impose an undue hardship on the operation of the Lafayette Township Fire Protection District.

# LAFAYETTE TOWNSHIP FIRE PROTECTION DISTRICT

## GRIEVANCE PROCEDURES RELATED TO AMERICANS WITH DISABILITIES ACT

The Lafayette Township Fire Protection District adopts the following grievance procedures to provide a prompt and equitable resolution of complaints alleging any action under Title II of the Americans with Disabilities Act.

1. All complaints regarding access or alleged discrimination should be submitted in writing to the Safety Officer of the Lafayette Township Fire Protection District who shall be the Americans with Disabilities Act ("ADA") Coordinator for resolution. A record of the complaint and action taken will be maintained. A decision by the ADA Coordinator will be rendered within fifteen (15) working days.

2. If the complaint cannot be resolved to the satisfaction of the complainant by the ADA Coordinator, it will be forwarded to an ADA compliance committee composed of representatives from the Board of Trustees of the Lafayette Township Fire Protection District, the disabled community, business or non-profit sectors, and education and health/medical professions. The committee will be appointed by the Chairman of the Board of Trustees.

3. The ADA compliance committee shall be charged with establishing ground rules or procedures for hearing complaints, requests or suggestions from disabled persons regarding access to and participation in public facilities, services, activities and functions related to the Lafayette Township Fire Protection District. Further, the committee should be directed to hear such complaints in public, after adequate public notice is given, in an unbiased, objective manner. The committee should issue a written decision within thirty (30) days of a hearing. All proceedings of the committee should be recorded and maintained for five (5) years.

4. If the complaint cannot be resolved to the complainant's satisfaction by the committee, the complaint will be heard by the Board of Trustees of the Lafayette Township Fire Protection District. An open, public meeting of the Board of Trustees will precede the vote. A determination must be made within thirty (30) days of the hearing. The decision of the Board of Trustees is final.

5. A record of action taken on each request or complaint must be maintained as a part of the records or minutes at each level of the grievance process.

6. The individual's right to prompt and equitable resolution of the complaint must not be impaired by his/her pursuit of other remedies, such as the filing of a complaint with the U.S. Department of Justice or any other appropriate federal agency. Furthermore, the filing of a lawsuit in state or federal district court could occur at any time. The use of this grievance procedure is not a prerequisite to the pursuit of other remedies.