

MANCHESTER VOLUNTEER FIRE DEPARTMENT

400 EAST MAIN STREET
MANCHESTER, IA 52057



Applicant's to the Manchester Volunteer Fire Department

Enclosed/attached is an application for membership to the Manchester, IA volunteer fire department that you had demonstrated interest in. If you still feel that you would like to be considered for membership, please complete the application and return to:

Membership--Manchester Fire Department
400 East Main St
Manchester, IA 52057

Applications will be reviewed, and prospective candidates will be scheduled to come to the fire station for an interview with the Membership Committee. Candidate applications will be presented to the full department at the Annual Business Meeting the first week of January.

Until the Annual Meeting, the number of open positions that need filled is not always known.

The current application does not ask for the candidates Social Security number. If chosen for membership you will be considered an employee of the City of Manchester and will be required to provide the number. As an applicant, it is optional for you to provide the number. If you chose to provide on the application, write the nine digits at the bottom of the page.

Member's responsibilities

- The MFD meets every Monday evening beginning at 6:30 or 7:00 pm unless otherwise stated. Holidays are excluded. The 1st Monday of each month is a general drill. The 2nd Monday is a drill for truck operations and specialty teams if needed. The 3rd Monday is the monthly business meeting. The trucks and all other equipment are checked prior to meeting. The 4th Monday is reserved for rescue training. Occasionally there will be 5 Mondays in a month. When this happens, we usually have light duty and often will grill. If you are unable to attend a meeting or training, you may be excused by contacting an officer or leaving a message on the department answering machine. 563-927-4242 (option 3).
- You, as a new member are required to test for the Firefighter 1 program within two years of appointment to the MFD. We encourage you to attend classes and challenge the test in the first year if possible.
- All Firefighters in Iowa are required to have 24 hours of training documented each year. This goal is reached without difficulty on our department. Most members show 50+ hours per year. All training counts toward the goal.
- All members are expected to respond to every page. You as a probationary member are asked to not respond on the first and possible the second truck that leaves the station. As your training progresses and the MFD training staff feel you are ready to contribute at a response, you will be notified that you may join the first crews. This does not mean that you will not have an important role during your initial responses. Retrieving equipment, assisting with carrying, pulling hoses, etc. are all examples of jobs that need done on the scene.
- When responding, you are to report to the station and respond on a truck with your gear. Keep in mind that you may use blue flashing lights to assist with traffic when in route to the station. The blue light is to serve as a warning / alerting device and at no time are you allowed to speed, go thru stop signs or violate any other laws. If involved in an accident, you are to remain at the scene until law enforcement releases you.
- As a probationary member, you will be asked to help with everything. Get over it.
- A medical physical is required by a health care provider within 60 days of appointment as a new member. Forms will be provided by MFD for the provider to complete. MFD pays for the charges associated with the physical that your private insurance company does not. In order to have costs covered by MFD, the physical is required to be conducted at Regional Family Health.
- All MFD staff are required to attend a minimum of (1) Delaware County Firefighters Association meeting per year.

The Manchester Fire Department (MFD) and the businesses and residents of the MFD jurisdiction would like to thank you for this consideration.

For additional information and any questions please contact:

Mike Ryan, Chief
Manchester Fire Dept.
563-927-3723 (office)

City of Manchester

208 E Main Street
 Manchester, IA 52057
 PH 563.927.3636
 FAX 563.927.3696
 www.manchester-ia.org

MANCHESTER FIRE DEPARTMENT VOLUNTEER APPLICATION

400 E MAIN ST | MANCHESTER, IA 52057 | PH 563.927.4242 | FAX 563.927.3103

The City of Manchester is an equal opportunity employer. Applicants are considered for employment without regard to race, color, national origin, sex, age, handicap, disability, citizenship status, or any other basis prohibited by law, unless such basis constitutes a *bonafide* occupational qualification. The City of Manchester will comply with any legal obligation to provide reasonable accommodation to qualified individuals with disabilities.

PLEASE PRINT

Date _____

Name _____
 Last First Middle

Mailing Address _____ E-Mail Address _____

Primary Phone _____ Cell Phone _____

Are you over 18? Yes No Are you legally authorized to work in the US? Yes No

Have you served as a volunteer fireman in the past? Yes No If yes, list date and location _____

Do you have any relatives employed as volunteer fireman? Yes No If yes, please list _____

Emergency Contact Name _____ Emergency Phone Number _____

EDUCATION & TRAINING

High School _____ Did you graduate? Yes No

College/Business/Trade/Tech School _____ Major _____ Did you graduate? Yes No

Military Service

Branch of Service _____ Years of service _____ Honorably discharged? Yes No

Reserve Status _____ Years of service _____ Honorably discharged? Yes No

Attendance requirements if in the Reserve or Guard _____

Fire Experience & Training

Have you received Firefighter training in the past? Yes No Type _____ Date _____

Have you received EMS training in the past? Yes No Type _____ Date _____

Work Experience & Training

Can you operate heavy equipment? Yes No Type _____

Do you have any mechanical, electrical or other specialized work experience? Yes No Type _____

HEALTH INFORMATION *(Assignment is contingent on applicant meeting minimum physical/mental demands of the position.)*

Do you have any physical or health limitations that could interfere with your performance for this volunteer position? Yes No

Can you swim? Yes No Do you have any breathing difficulties? Yes No

Are you claustrophobic? Yes No Do you have any allergies? Yes No

Do you have a fear of heights? Yes No Do you have any mental or physical difficulties? Yes No

Have you had any major illness, injury or surgery in the past 3 years? Yes No

DRIVING RECORD

Have you been convicted of a felony or misdemeanor other than a minor traffic violation? If yes, please explain. Yes No

Please explain _____

Driver's License Number _____ Social Security Number _____

Do you have truck driving experience? Yes No Type of Vehicle _____

Do you have your CDL? Yes No Class A B C Endorsements _____

AVAILABILITY & EMPLOYMENT RECORD

What hours are you available to respond to emergency calls? _____ Approximate minutes from fire station _____

Candidate will be expected to attend following meetings and training sessions

Weekly Monday meetings, 7:00–9:00pm? Yes No

Do you have any responsibilities that may prevent you from meeting the job requirements? Yes No

Employment History

Present Employer _____ City/State _____ Contact _____

Position Held _____ Number of Years Employed _____

Current Work Schedule Days Evenings Nights Shift Worker Shift Length 8hr 10hr 12hr Other

Does your business take you out of town? Yes No

If you have been with your present Employer less than three (3) years, please list previous employment.

Former Employer _____ City/State _____ Reason for Leaving _____

Former Employer _____ City/State _____ Reason for Leaving _____

Have you ever been discharged or asked to resign from any position? Yes No *If yes, please explain.*

PERSONAL REFERENCES

List the name, address, and telephone number of three references who are not related to you.

1. _____
Name City Phone
2. _____
Name City Phone
3. _____
Name City Phone

Why do you want to be a volunteer firefighter?

Applicant's Statement

I certify that this application was completed by me and that all entries on it and all information in it are TRUE and COMPLETE to the best of my knowledge. In the event of employment, I understand that false, misleading, or omitted information in my application may result in discharge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In making this application for employment, I understand that an investigation may be made and information may be obtained, among other ways, through interviews with the personal references and past employers listed, through a credit check, a criminal history check, and/or a driver's record check. This inquiry may include information as to, among other things, my character, general reputation, and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references, former employers or others that are given in response to the inquiry. I hereby release all parties, including but not limited to the City of Manchester, personal references, and previous employers, from any and all liability for any injury or damage that may result from their furnishing information to the City of Manchester concerning me or any action the City of Manchester takes on the basis of such information. I understand that if I am offered a job as a condition of beginning my employment, I may be required to undergo a physical examination and/or drug screen and I hereby authorize any doctor, hospital, clinic, laboratory or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination and related considerations. I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me by the City of Manchester is contingent upon my ability to produce the required documentation within the time period required by law. I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment relationship is for no fixed period of time and is terminable at any time and for any reason by the City of Manchester, or by me. I further understand that statements which may be contained in policies, practices, handbooks, or other material do not create any guarantee of employment and that the City of Manchester has the right to modify, amend, or terminate policies, practices, benefits plans, or other programs within the limits and requirements imposed by law. I understand that no representative of the City of Manchester, other than an officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding on the City of Manchester.

Signature of Applicant

Date