



AN ALL-HAZARD LIFE SAFETY AGENCY SERVING GALLATIN AND MADISON COUNTIES

Big Sky Fire Department

P.O. Box 160382 Big Sky, Montana 59716-0382

(406) 995-2100

www.bigskyfire.org

APPLICATION FOR EMPLOYMENT

Welcome to the Big Sky Fire Department application process. It is the policy and intent of the Big Sky Fire Department to provide equality in the opportunity for all persons. This department prohibits unlawful discrimination because of race, creed, color, religion, national origin, political ideas, disability, marital status, sex and age in all respects of our personnel policies, programs, practices and operations.

Application Instructions

- 1. Use extreme care in completing this document as it is part of our evaluation of you. LATE, INCOMPLETE, ILLEGIBLE and/or UNSIGNED applications, including those that do not follow the instructions, will not be considered and your application will automatically be rejected. All blanks must be completed or if not applicable marked with a "N/A."**
2. Complete this application by downloading the document and saving it to your computer, complete the requested fields, save, and then print it for signing purposes (original signature).
3. The application form is reviewed separately from any other materials submitted and will be used to evaluate your qualifications for this position. Therefore, you must answer all questions rather than referring to your resume or other materials you may have submitted. If you have previously applied for a position at the Big Sky Fire Department, this application still needs to be completed in its entirety; this applies to both internal and external applicants.
4. You may attach additional pages as needed.
5. The Big Sky Fire Department makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. If an applicant needs an accommodation during the application process, the applicant should notify the Fire Chief or Office Administrator as soon as possible so that accommodations can be arranged.
6. The completed original, signed application with all requested materials shall be mailed to the post office box listed above or delivered in person to BSFD Station 1, 650 Rainbow Trout Run, Big Sky, Montana 59716 by the deadline listed in the position announcement.

DO YOU HAVE A VALID DRIVER'S LICENSE? [] Yes [] No If Yes: State: _____
 Driver's License # _____ CDL? [] Yes [] No If Yes, Class: _____
 Has your license ever been restricted, suspended or revoked in any state? [] Yes [] No
 If yes, give when, where and the disposition of each instance (attach additional pages as needed):

 Have you ever been given a citation, ticket or paid a fine for a moving violation? [] Yes [] No
 If yes, give when, where and the disposition of each instance (attach additional pages as needed):

FIREFIGHTING TRAINING, CERTIFICATIONS AND EXPERIENCE

Check or fill in relevant training which help you qualify for this position and attach photocopies of original certificates for each.

- | | | |
|---|--|--|
| [<input type="checkbox"/>] Firefighter I | [<input type="checkbox"/>] Fire Officer I | [<input type="checkbox"/>] Fire Inspector |
| [<input type="checkbox"/>] Firefighter II | [<input type="checkbox"/>] Fire Officer II | [<input type="checkbox"/>] Fire Investigator |
| [<input type="checkbox"/>] Basic Wildland Firefighter | [<input type="checkbox"/>] Fire Instructor | [<input type="checkbox"/>] HazMat Technician |

List other firefighter training that helps you qualify for this position (attach additional pages as needed):

*Attach photocopies of all licenses and certifications.

Do you have experience working within fire service? [] Yes [] No

If yes, please describe in detail what type of fire service/fire department, your role within the agency, how many years you were affiliated and the number and type of incidents you responded to.

EMERGENCY MEDICAL LICENSES, CERTIFICATIONS AND EXPERIENCE

Do you have a valid Montana Emergency Medical Technician license? [] Yes [] No
 If yes, what licensure level? [] EMT [] AEMT [] Paramedic **License #** _____

 If not licensed in Montana, do you possess a National Registry Certification? [] Yes [] No
 If yes, what certification level? [] EMT [] AEMT [] Paramedic **Certification #** _____

 List all other EMS licenses/certifications; including name and address of licensing agency, type of license, date licensed and date expires (attach additional pages as needed):

*Attach photocopies of all licenses and certifications.

If you are an AEMT or a Paramedic, where did you receive your training? _____

If you are an AEMT or a Paramedic, please list your current/last medical control director and his/her contact information: _____

Do you have experience working in an ambulance? [] Yes [] No

If yes, please describe in detail what type of ambulance service, your role within the service, how many years you were affiliated and approximately how many patient contacts did you have:

OTHER TECHNICAL TRAINING

List other schools or training, which help you qualify for this position (attach photocopies of original certificates, as applicable): _____

RELEVANT SKILLS

Please list all skills relevant to this position:

Skills with computer (list programs): _____

Skills with other machinery/tools: _____

Skills with other equipment: _____

PROFESSIONAL REFERENCES

List three (3) references who have knowledge of your work history and performance:

1.	_____	_____	_____
	Name	Title	Telephone Number
2.	_____	_____	_____
	Name	Title	Telephone Number
3.	_____	_____	_____
	Name	Title	Telephone Number

PERSONAL REFERENCES

List three (3) references who are not relatives and who have in-depth knowledge about you through non-workplace contact and have known you at least five (5) years:

1.	_____	_____	_____
	Name	Relationship	Telephone Number
2.	_____	_____	_____
	Name	Relationship	Telephone Number
3.	_____	_____	_____
	Name	Relationship	Telephone Number

WORK AVAILABILITY / RESIDENCY

Date you are available to work: ____ / ____ / ____

Are you available to work all shifts, including 48 hour shifts? (May include nights, weekends, holidays, rotating shifts) [] Yes [] No

If no, indicate any and all days/times you are **NOT** available to work: _____

Full-time Firefighter/EMTs of the Big Sky Fire District have a residency requirement where they are required to live within Gallatin County or in the area of Madison County within a one hour drive of the Big Sky Fire District boundaries. Are you willing and/or able to fulfill this requirement if offered a full time position? [] Yes [] No

If you answered no, please explain:

EMPLOYMENT HISTORY

Beginning with today: 1) List every job you have ever held; 2) List each formal promotion as a separate position; 3) Account for all gaps in employment. You should also include any other experience (e.g., military or volunteer work) that you have which is relevant to this position. If the space provided is not adequate, you may respond to this section on a separate sheet of paper if all questions are answered and the same format is followed.

This information must be completed even if a resume or other application materials are submitted.

Do you want to be informed before we contact your present employer? [] Yes [] No

Present Employer	Mailing Address	
Phone	Supervisor	
Position/Job Title	Employment Dates	Full or Part Time
Describe your duties (knowledge, skills, abilities required, employees supervised, and accomplishments):		

Employer	Mailing Address	
Phone	Supervisor	
Position/Job Title	Employment Dates	Full or Part Time
Describe your duties (knowledge, skills, abilities required, employees supervised, and accomplishments):		
Reason for Leaving:		

CONTINUED ON NEXT PAGE

EMPLOYMENT HISTORY CONTINUED

Employer	Mailing Address	
Phone	Supervisor	
Position/Job Title	Employment Dates	Full or Part Time
Describe your duties (knowledge, skills, abilities required, employees supervised, and accomplishments):		
Reason for Leaving:		

Employer	Mailing Address	
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Describe your duties (knowledge, skills, abilities required, employees supervised, and accomplishments):		
Reason for Leaving:		

Attach additional pages for Employment History as needed

The following applies for any employment, volunteer position or internship you have ever held.

Have you ever:

- Been suspended, dismissed or fired from any position for any reason? [] Yes [] No
- Been allowed to resign or quit a position to prevent being dismissed or fired from any position? [] Yes [] No
- Resigned from or quit a position while under investigation or after being informed that disciplinary action would be taken against you? [] Yes [] No
- Been rejected or told you would not receive permanent or continued employment during any type of probationary or trial period for any job or volunteer position? [] Yes [] No
- Had your medical license/certification or treatment privileges suspended, revoked or denied by any organization, employer or medical control authority? [] Yes [] No

If you answered yes to any of above question, please explain the circumstances in detail (attach additional pages as needed):

If you are related to anyone affiliated with Big Sky Fire, please give their name and your relationship to them (include in-laws). Being related will not prevent you from being employed:

Have you been convicted of a crime or found by a court to be in violation of a law (conviction includes a plea of guilty, nolo contendere/no contest, an Alford plea, a conviction by a jury or judge and/or the payment of a fine or penalty in lieu of appearing in court)? [] Yes [] No

If you answered yes, you will not automatically be disqualified from being considered as a candidate for employment.

If yes, give when, where and the disposition of each case (attach additional pages as needed):

Have you or the organization you were affiliated with been sued for work related activity that you performed or failed to perform during the course of your affiliation?

[] Yes [] No

If yes, give when, where and the disposition of each case (attach additional pages as needed):

Are there criminal charges or civil cases currently pending against you or are you aware of litigation that is to be filed against you? [] Yes [] No If yes, completely describe the charges/cases, where the court is and what is the current status of the charges:

APPLICANT CERTIFICATION

I hereby certify that all information on this application and all attached materials are true, correct, and complete to the best of my knowledge and contain no falsifications or misrepresentations. I am aware that any omissions, falsifications, factual inaccuracies or misrepresentations may disqualify me from consideration for employment or, if hired, may be grounds for termination at a later date.

APPLICANT SIGNATURE _____ **DATE** _____

Thank you for your interest in the Big Sky Fire Department!

Title: Career Firefighter / EMT Position Description	Big Sky Fire Department Administrative Guidelines
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REPORTS TO
Fire Captain

GENERAL PURPOSE
Under general supervision, responds to fire alarms, emergency medical calls, traffic accidents, rescue and other emergency calls to protect life and property; participates in training, drill and independent study activities; participates in the maintenance of fire department apparatus, equipment and facilities; performs various staff support assignments; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS
Incumbents are expected to perform all of the position's essential duties and responsibilities. This position is fully qualified to operate any of the department's vehicles and apparatus in addition to performing all of the normal emergency response duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Responds to a wide variety of emergency alarms, such as structural and environmental fires, traffic accidents, natural gas leaks, medical emergencies and hazardous material spills.
- Fights fires under departmental guidelines and as directed by a Fire Captain; connects and lays hose lines, sets ladders and operates fire streams; uses hand and power tools to ventilate and enter burning structures for the purpose of extinguishing fires and to perform search and rescue operations; raises, lowers and climbs ladders to enter structures; performs salvage, clean up and overhaul operations during and after fires to remove hazards and protect property.
- Provides emergency medical emergency response at the basic life support level (unless the firefighter holds and is compensated by the department to be a paramedic, where advanced life support treatment would then be required), including initial patient and situation assessment, cardiopulmonary resuscitation and trauma emergency medical care; prepares patients and assists paramedics in advanced life support emergency medical care.
- Participates in specialized rescue operations, including aerial situations involving the use of rigging; operates specialized hand and power tools and equipment to rescue traffic accident victims.
- Cleans, services and makes minor repairs to ensure the operational readiness of vehicles, apparatus, hoses and emergency equipment; participates in the cleaning, repair and upkeep of department buildings, grounds and facilities.
- Participates in drills, demonstrations and courses in firefighting techniques, equipment and apparatus operation, emergency medical care, heavy rescue, hazardous materials, fire prevention, equipment maintenance and a wide variety of other subjects related to the fire service; studies local geography and conditions affecting fire operations; studies and learns departmental operating guidelines and policies; studies and learns inspection regulations and fire prevention laws, codes and departmental policies and procedures; studies and learns procedures and techniques for the mitigation of hazardous materials incidents.
- Participates in the development and implementation of the department's public education and community outreach programs and activities.
- Supports the on call firefighter program by guiding and assisting on call members during training and incidents.

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- Assists in the inspection of commercial business occupancies; assists in performing follow-up procedures to ensure compliance to state and local fire codes.

OTHER DUTIES

Participates in various support assignments, including but not limited to the maintenance of inventory records, scheduled inspections of department equipment, hydrant inspections and maintenance and fire flow testing, the ordering, inventorying and issuance of safety equipment, the preparation and maintenance of department maps and preincident fire plans, and the preparation of specifications and budgets for new equipment and apparatus. May take on the role of incident commander in the absence of the Fire Captain. Assists in the training of other fire department personnel and on call members. Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of: Basic principles, methods and techniques of fire suppression and prevention, basic methods, techniques and practices for hazardous materials mitigation; principles of mathematics, physics, chemistry and mechanics as they apply to fire science; federal, state and local codes, rules and regulations as they pertain to fire safety; methods and techniques involved in the operation of standard firefighting equipment and apparatus used in a developed urban environment; basic principles of emergency medical care at the basic life support level; safety practices and precautions pertaining to the work; proper lifting, carrying and climbing techniques; plans check methods and practices as they pertain to fire safety.

Ability to: Read and understand technical materials related to fire science; understand and follow oral and written instructions; establish and maintain effective relationships with those encountered in the course of the work; remain calm, make sound decisions and respond appropriately in emergency situations; maintain records and prepare clear and concise reports; maintain physical endurance and agility; perform mathematical calculations.

Training and Experience: A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent, supplemented by college-level course work in fire science; or an equivalent combination of training and experience. Previous firefighting experience in a on call or career capacity is desirable.

Licenses; Certificates; Special Requirements: A valid Montana driver's license, Firefighter I certification, valid Cardiopulmonary Resuscitation certification, valid Montana EMT license and National Registry NREMT are preferred. The incumbent must be able to pass pre-employment and annual physical examinations.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl, walk, sit and talk or hear. The employee must regularly lift and or move equipment and/or persons weighing up to 150 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

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Mental Demands: While performing the duties of this position, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with City staff, other organizations and the public. The employee must be able to function in high stress environments during emergency incidents.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. The employee frequently works in outside weather conditions and is exposed to extremely hazardous conditions and materials while wearing heavy personal protective equipment.