



# MAPLETON FIRE DEPARTMENT APPLICATION



The Mapleton Volunteer Fire and Rescue department is currently accepting applications to fill vacancies on the department. All applicants must be 18 years of age or older and must possess a valid Class "C" State of Minnesota drivers license. Applicants will be subject to personal background check.

All applicants must submit to written, oral, and physical agility tests to be conducted by members of the Mapleton Volunteer Fire/Rescue Department. Strong consideration will be given for previous experience. All information will be held in strictest confidence, except information classified as Public by the Minnesota Data Practices Act. Section 13.43.

All interested parties must reside within the MAPLETON FIRE DISTRICT boundaries with a response time of 10 minutes to the fire station day or night.

Applications and further information are available at the City of Mapleton Clerk's office upon request. Applications should be completed and returned to the Clerk's Office.

Should an applicant have any questions please contact our Fire Chief.

Chief Ben Froehlich 507-317-7245

## Mapleton Volunteer Fire Department Activity Description Requirements

1. Business & training meetings are held the second and fourth Thursdays of each month except November and December when they are held on the second Thursday of those months. These business and training meetings start at 7:00 p.m. and last approximately 3-4 hours unless need for special meeting that may start earlier i.e. work performance test, special training, etc.

You are required to attend 18 of the 22 meetings the first year. You are also required to attend one regional meeting/school in the first year. You are required to make 15 of 22 meetings and attend one regional meeting thereafter.

You will also be required to attend a 40-hour E.M.S. First Responder course and also refresher courses every 2 years thereafter.

State Law prohibits persons with facial hair from wearing SCBA (Self Contained Breathing Apparatus Equipment) if it interferes with a secure breathing mask seal.

Your performance on the Mapleton Fire Department will be evaluated during a one-year probation period. Your supervisors will recommend/not recommend you being accepted as a department member.

After you have received a conditional offer of employment you will be required to take a medical examination at the applicant's expense. To be accepted on the Mapleton Volunteer Fire Department you must pass this medical examination. **New: You also must pass a Criminal Background check done by the Mapleton Police Department. You will be notified by the City of Mapleton if you have passed the background check.**

2. In addition to regular meetings and training practices there are other training activities available, which include sectional schools, state fire school, live burns, and other specialized training, which you are going to be asked to take part in.
3. The Mapleton Volunteer Fire Department is taking a larger roll in public fire safety education. There are plenty of opportunities for your help in this area. Examples are fire education classes at the Maple River School in Mapleton, fire extinguisher classes for the Mapleton Community Home, day care providers, etc.
4. You will be covered by workers compensation insurance while serving on the Mapleton Volunteer Fire Department. You will also be covered by the following insurances. (See attached)

5. Mapleton Volunteer Fire Department active members are paid \$15.00 per fire and/or rescue call and also \$15.00 per meeting that they attend.
6. After one year you are eligible to be enrolled in the Mapleton Volunteer Fire Department Relief Association. The effective date of becoming a member of the Mapleton Volunteer Fire Department Relief Association is retroactive to the starting date of your one-year probation.
7. There are fire department social functions that you will be able to take part in and will be asked to help with. These include the Fireman's Dance, summer golf tournament, Christmas party, etc.
8. There are other various committees that you can be involved with such as SCBA committee, maintenance committee and possible other committees to be named by the fire chief. You will be asked to serve on some of these committees.
9. All equipment and supplies will be furnished by the Mapleton Volunteer Fire Department and the City of Mapleton.

Agency	Type of Benefit	Amount
Mapleton Fire Department Relief Association	Retirement Permanent Disability	\$1800 per year of service
Volunteer Fireman's Benefit Association of Minnesota	Injury Permanent Disability Loss of Life	Death \$18,000 (see attached)
Minnesota Workers Compensation	Injury Temporary Disability Permanent Disability Loss of Life	Percentage of Weekly wage
Minnesota Peace Officers Benefit	Loss of Life	\$100,000
Federal Public Safety Officers Benefit	Loss of Life	\$100,000

To initiate claims for the above benefits, the Department will notify the appropriate agencies. They will then send forms needed to apply for benefits.

## Mapleton Volunteer Fire Department Applicant Screening

Each applicant shall authorize the Mapleton volunteer Fire Department to conduct driving record and criminal record background checks.

Each applicant must:

A. have a driving record clear, for the preceding three years, of convictions for driving under the influence of alcohol or a controlled substance, of driver's license revocations under the implied consent law, convictions for reckless or careless driving, or any convictions for other traffic offenses which, in the decision of the Chief, shows a disregard for the traffic laws of Minnesota.

B. Have a criminal record clear of convictions of crimes or anticipatory crimes as defined in Minnesota Statutes, section 609.185 through 609.175 for:

- (1) homicide or aiding suicide under Minnesota Statutes, section 609.185 through 609.215
- (2) Crimes against persons under Minnesota Statutes, sections 609.221 through 609.224 and 609.228 through 609.265
- (3) Sex crimes under Minnesota Statutes, Section 609.324, 609.377 and 609.378;
- (4) Crimes against the family under Minnesota Statutes, Sections 609.365, 609.377 and 609.378;
- (5) Interference with privacy crimes under Minnesota Statutes, section 609.746 and 609.79;
- (6) Obscenity and obscenity involving children under Minnesota Statutes, sections 617.23 through 617.247 and 617.293;
- (7) Prohibited drug crimes under Minnesota Statutes, Sections 152.021 through 152.025 and 152.0261.

C. If an applicant has a conviction for any offense listed above, the applicant must present competent evidence showing sufficient rehabilitation as outlined by Minnesota Statute 364.01 through 364.10.

## POSITION DESCRIPTION - FIRE FIGHTER

### Principal Responsibilities, Tasks and Performance Indicators

#### 1. PRINCIPLE RESPONSIBILITIES:

Responds to fire alarms and other emergency calls, extinguishes or controls fires as a member of a team under the supervision of an officer.

#### TASKS:

- A. Selects, drags, lifts and carries hose and nozzle depending on type of fire, and correctly applies a stream of water or chemicals onto fire.
- B. Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures.
- C. Creates openings in buildings for ventilation or entrance, using ax, chisel, crowbar, power saw, or other power equipment.
- D. Protects property from water and smoke by use of positive pressure ventilation, waterproof salvage covers, smoke ejectors, and deodorants.
- F. Administers first aid and CPR to injured persons and those overcome by fire and smoke.
- G. Wear appropriate protective clothing and equipment to include self-contained breathing apparatus (SCBA) depending on potential hazard exposure.

#### 2. PRINCIPAL RESPONSIBILITIES:

Maintains fire apparatus and equipment as part of team under the supervision of an officer.

#### TASKS:

- A. Performs assigned duties in maintaining apparatus, quarters, buildings, equipment, grounds and hydrants.
- B. Conducts annual hose testing in accordance with NFPA Standard 1962.

#### 3. PRINCIPAL RESPONSIBILITIES

Attends regular and assigned training sessions to maintain and upgrade firefighting skills.

#### TASKS:

- A. Actively participates in drills, demonstrations and courses in hydraulics; pump operation and maintenance, and firefighting techniques.

#### 4. PRINCIPAL RESPONSIBILITIES:

Performs as driver/operator of fire apparatus under supervision of a fire officer.

#### 5. PRINCIPAL RESPONSIBILITIES:

Following the City of Mapleton personnel policy.

# POSITION DESCRIPTION - FIRE FIGHTER

## NATURE AND SCOPE

Relationships; knowledges, skills and abilities; problem solving and creativity; and freedom to act

**RELATIONSHIPS:** Must be able to work as a team member under stress caused by emergencies, danger or criticism and must be able to work fast while concentrating very hard.

**KNOWLEDGES, SKILLS AND ABILITIES (KSA's):**

Mathematical Development (GED Level 2): Must be able to multiply, divide, use fractions and read graphs.

Language Development (GED Level 3): Must be capable of reading fire protection textbooks, write reports with proper grammar and speak correctly in public. Knows English grammar and vocabulary of over 5,000 words; can understand and communicate using non-technical written or spoken English.

A high school diploma or the equivalent is desirable.

A post secondary or technical college course in firefighting is desirable.

**PROBLEM SOLVING:** Reasoning Development (GED Level 4): Must be able to interpret instructions and use logic to solve concrete problems.

**PHYSICAL REQUIREMENTS:**

Vision: normal vision needed with or without corrections. Requires both near and far acuity.

Hearing: Normal hearing needed. To do this work the fire fighter must discriminate among similar sounds in environments with a great deal of background noise.

Lifting needed: The fire fighter may be required to lift 100 pounds or more.

Walking and/or mobility needed: Must be able to walk or crawl while carrying or lifting. Must be able to ascend and descend stairs or ladders. Must be able to balance and ability to steady oneself and keep from falling. Must be capable of reaching (extend the hands or arms in any direction); handling (seizing, holding, grasping, turning, or otherwise working with the hands); fingering (picking, pinching, or otherwise working with the fingers); and feeling (perceiving attributes of objects such as size, shape, temperature, or texture by means of receptors in skin, particularly those of the fingertips. Must be capable of applying a leg lock with either leg upon a ground ladder to provide a safe anchor when operating hose lines or performing rescue work.

**WORK ENVIRONMENT:** The fire fighter works both inside where there may be protection from weather conditions and outside where there may be no effective protection from the weather. The fire fighter may work in extreme cold where the temperature is sufficiently low to cause marked bodily discomfort and variations in temperature which accompany extreme cold and are sufficiently marked and abrupt to cause a marked bodily reaction. They also may be required to work in extremes of heat where temperatures are sufficiently high to cause marked bodily discomfort and variations in temperature that accompany extreme heat and are sufficiently marked and abrupt to cause marked bodily reaction. The fire fighter will encounter wet conditions and high humidity where atmospheric conditions have moisture content sufficiently high to cause marked bodily discomfort. The fire fighter will frequently encounter noise and/or vibration exceeding 80 decibels, constant or intermittent, to cause marked distraction or possible hearing loss. The fire fighter will also encounter a variety of physical hazards such as proximity to moving mechanical parts, electrical shock, working on high places, exposure to burns and radiant energy, and exposure to explosives, toxic chemicals and biological agents.





**City of Mapleton**  
 P.O. Box 366  
 Mapleton, MN 56065  
 Office Phone: 507-524-3492 \* Fax: 507-524-4536  
 Email: [info@mapletonmn.gov](mailto:info@mapletonmn.gov)

<b>Personal Information</b>			
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Today's Date</b>
Street Address	City	State	Zip Code
Home Phone: (____) _____ - _____	Are you a United States Citizen or legally eligible to work in the U. S.? ____Yes ____No (if hired, you will be required to provide documentation that you are eligible to work in the U.S.)		
Work Phone: (____) _____ - _____			
Other: (____) _____ - _____			
Are you 18 or over? ____Yes ____No			
<b>Title of Position Applying For</b>			<b>Date Available to Work</b>
Have you ever been employed in a similar job title ? ____Yes ____No If Yes, list job title(s):			
Do you have any relatives currently working for the City of Mapleton ? ____Yes ____No If Yes, list names and relationship to you:			
Are you employed now?		If so, may we contact your present employer?	

<b>Education</b>			
Name and Location	# Years Completed	Major Area of Study	Degree/Diploma
High School			
College			
Graduate School			

Technical or Certificate Programs				
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**Employment History** Please provide the following information for your previous three employers, beginning with the most recent: (Please attach an additional page if necessary, do not use "see attached resume".)

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Reason for Leaving:		

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Reason for Leaving:		

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Reason for Leaving:		

Describe your qualifications for the type of employment you are seeking: (Please include skills, special training, etc.)

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Please list any special awards, honors, scholarships, or offices held.

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<b>References</b> Please list names of supervisors, managers, or others who can comment directly on your abilities:				
Name	Address	Phone #	Relationship/Occupation	Years Known

If applying for volunteer fire fighter , Please indicate whether you hold the following valid drivers licenses:

Class A \_\_\_\_\_ Class B \_\_\_\_\_ Class C \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

**Election of Veteran's Preference**

Do you wish to claim a veteran's preference?     Yes     No

If so please check the preference you are claiming.

Veteran (defined as person separated under honorable conditions who has served on active duty for at least 181 days, or honorably discharged by reason of disability incurred while on active duty).

Disabled Veteran (a veteran having a compensable service connected disability as adjudicated by the U.S. Veterans Administration or the retirement board of one of the branches of the Armed Forces which disability is currently existing).

Spouse of deceased veteran.

Spouse of disabled veteran who is unable to use preference due to disability.

Note: If you elect to use veteran's preference, please enclose proper documentation establishing your right to claim the preference.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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The City of Mapleton is an Equal Opportunity Employer. It is the policy of the City of Mapleton not to discriminate in employment matters on the basis of race, creed, color, age, marital status, national origin, sex, or status with regard to public assistance or disability.

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I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause of dismissal. You are hereby authorized to make investigation of my personal references.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**TENNESSEN WARNING**

City of Mapleton  
P.O. Box 366  
Mapleton, MN 56065

In accordance with the Minnesota Government Data Practices Act, the City of Mapleton is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

The information collected from you or from other agencies or individuals authorized by you is used to determine your qualifications for the City of Mapleton.

You are not legally required to provide this information; however, providing it may be necessary to determine if you qualify for employment. Disclosure of your social security number is voluntary, unless you are employed by the City of Mapleton. If employed by the City, you must disclose it in order to be in compliance with state and federal tax withholding laws. If you do not supply the required information, the City of Mapleton may not be able to consider you for employment. The use of the provided data we collect is limited to individuals whose jobs reasonably require access to this information. Persons or agencies with whom this information may be shared include:

1. Fire Chief
2. City Administrator

Unless otherwise authorized by state statutes or federal law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

1. The right to see and obtain copies of the data maintained on you.
2. The right to be told the contents and meaning of the data.
3. The right to contest the accuracy and completeness of the data.

To exercise these rights, contact the City Clerk with the City of Mapleton

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I have read and understand the above information regarding my rights under the Minnesota Government Data Practices Act.

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Signature

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Date

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Print Name

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Address

**CITY OF MAPLETON**

**GENERAL AUTHORIZATION AND RELEASE  
PURSUANT TO MINNESOTA STATUTES 13.05, SUBD. 4,  
MINNESOTA DATA PRACTICES ACT**

To: Mapleton Police Department

I, \_\_\_\_\_ hereby authorize and grant my informed consent to permit you to release to and make available to the City of Mapleton, Minnesota, and/or its agents and/or representatives data classified as private which concerns me and which may be in your possession. The data which I authorize to be released consists of private data as defined by Minnesota Statue 13.02, Subd. 12, and has been collected by you as a result of my contacts and associations with you and/or your representatives. The information for which release is authorized includes all data which has been collected, created, received, retained, or disseminated in whatever form which in any way relates to my dealings with you or your agency. I understand that the purpose of permitting the City of Mapleton to have access to this information is to determine my suitability for employment

By signing this authorization, I hereby release the Bureau of Criminal Apprehension from any and all liability which otherwise may or does accrue as a result of the release of any and all data, regardless of its accuracy. I also release the City of Mapleton from any and all liability for its receipt and use of data received pursuant to this consent.

This authorization shall be valid for a period of one year, but I reserve the right to, at any time prior to that expiration, cancel the written authorization by providing written notice to the City of Mapleton or to you of that fact.

Date: \_\_\_\_\_

The following named individual has made application with this agency for Volunteer Fire Department:

Last Name of Applicant (please print): \_\_\_\_\_

First Name of Applicant (please print): \_\_\_\_\_

Middle (full) (please print): \_\_\_\_\_

Maiden, Alisa or Former (please print): \_\_\_\_\_

Date of Birth (month/day/year): \_\_\_\_\_

Sex (M or F): \_\_\_\_\_ Social Security Number (optional): \_\_\_\_\_

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to the City of Mapleton for the purpose of volunteering with this agency.

The expiration of this authorization shall be one year from the date of my signature.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF MINNESOTA    }  
                                          }ss  
COUNTY OF BLUE EARTH }

On this    day of    20    before me, a notary public within and for the State of Minnesota, personally appeared \_\_\_\_\_ to me known to be the person described in and who executed the foregoing instrument and acknowledging that he/she executed the same as a free act and deed

\_\_\_\_\_  
Notary Public

stamp