



SHREWSBURY MISSOURI FIRE DEPARTMENT

PROBATIONARY FIREFIGHTER / PARAMEDIC APPLICATION PACKET

Thank you for your interest in the position of with the Shrewsbury Fire Department. The application process for this important position is a key component in ensuring that we meet your expectations as an employer and that your personality, skills, and work ethic meet our expectations of community fire and emergency services.

APPLICATIONS MUST BE SUBMITTED BY MAIL OR IN PERSON

- **HAND DELIVER TO:** City of Shrewsbury
Fire Department
4400 Shrewsbury Avenue
Shrewsbury, MO 63119

- **MAIL TO:** City of Shrewsbury
Attention: Firefighter Applications
4400 Shrewsbury Avenue
Shrewsbury, MO 63119

- **MAIL TO:** Fire@cityofshrewsbury.com

APPLICATION SUBMITTAL MUST INCLUDE THE FOLLOWING:

- Completed and signed Shrewsbury Fire Department Application for Employment
- Copy of High-School Diploma or Completion of General Education Certificate (GED)
Copy of Greater St. Louis Fire Academy Professional Firefighter Certificate
- Copy of Missouri Paramedic (EMT-P) License
Copy of state issued motor vehicle operator's license,
- Military discharge DD214, indicating the type of discharge (If applicable)
- Copies of diploma or transcript for any education listed on your application
- Copies of any professional licenses or certifications listed on your application
- A certified copy of a St. Louis County and City Police Records Check
or
Police Records Check from County or State of Residence if other than St. Louis County or St. Louis City.
Completed within the 30 days prior to application.

Applicants Must possess a valid Candidate's Physical Ability Test (CPAT) certificate, issued within the past twelve (12) months at time of job offer to continue with pre- employment testing.

MINIMUM REQUIREMENTS TO APPLY

1. High school Graduate or Completion of General Education Certificate (GED)
2. Possess certification as Professional Firefighter meeting the requirements of the St. Louis County Fire Standards Commission. (This means applicant must be a Graduate of the Greater St. Louis County Fire Academy, certified as Firefighter I and II. Other schools/counties/cities/academies cannot be considered)
3. Licensed Paramedic (EMT-P) in the State of Missouri
4. Valid driver's license
5. St. Louis County and City Police Records Check
or
6. Police Records Check from County or State of Residence if other than St. Louis County or St. Louis City. Completed within the 30 days prior to application.

Must possess a valid Candidate's Physical Ability Test (CPAT) certificate, issued within the past twelve (12) months at time of job offer to continue with pre- employment testing.

POST JOB OFFER - PRE-EMPLOYMENT REQUIREMENTS

- Requires passing of an initial psychological assessment /fit for duty evaluation, by a department designated psychologist.
- Requires passing an initial medical fit for duty evaluation by a department designated physician.
- Requires passing of a drug/alcohol screening as determined by the department designated physician.

ALL APPLICANTS ARE REQUIRED TO ATTEND ORIENTATION AND WRITTEN EXAMINATION SCHEDULED

**PHOTO IDENTIFICATION WILL BE REQUIRED FOR ENTRY TO THE WRITTEN EXAMINATION.
NO EXCEPTIONS**

FURTHER DETAILS REGARDING THE HIRING PROCESS WILL BE PROVIDED AT THE WRITTEN EXAMINATION

All questions in regards to application or hiring process can be directed solely to
Fire@cityofshrewsbury.com



SHREWSBURY MISSOURI FIRE DEPARTMENT

Probationary Firefighter / Paramedic Application for Employment

An Equal Opportunity Employer: Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, genetic information, sexual orientation, disability or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The Fire Department is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

Date of Application															
How Did You Learn About Us?	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Website													
	<input type="checkbox"/> Friend	<input type="checkbox"/> Inquiry													
	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">Last Name</td> <td style="width: 33%; border-bottom: 1px solid black;">First Name</td> <td colspan="2" style="width: 34%; border-bottom: 1px solid black;">Middle Name</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Address</td> <td style="border-bottom: 1px solid black;">City</td> <td style="border-bottom: 1px solid black;">State</td> <td style="border-bottom: 1px solid black;">Zip Code</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Primary Contact Telephone Number</td> <td colspan="2" style="border-bottom: 1px solid black;">E-mail Address:</td> </tr> </table>				Last Name	First Name	Middle Name		Address	City	State	Zip Code	Primary Contact Telephone Number		E-mail Address:	
Last Name	First Name	Middle Name													
Address	City	State	Zip Code												
Primary Contact Telephone Number		E-mail Address:													

GENERAL INFORMATION	YES	NO
Have you ever filed an application with the City of Shrewsbury before? If yes, give position and date of application:	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed with the City of Shrewsbury before? If yes, give position and dates:	<input type="checkbox"/>	<input type="checkbox"/>
Do any of your relatives or friends work for the City of Shrewsbury? If yes, who? What department?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know any member of the Shrewsbury Fire Department? If yes, who and in what capacity?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently employed?	<input type="checkbox"/>	<input type="checkbox"/>
May we contact your present employer?	<input type="checkbox"/>	<input type="checkbox"/>
Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? (Proof of citizenship or immigration status will be required upon employment)	<input type="checkbox"/>	<input type="checkbox"/>
Have you been convicted of a crime (misdemeanor or felony)? If yes, please attach additional sheets. explain fully (dates, jurisdiction, charge, sentence, disposition, etc.)	<input type="checkbox"/>	<input type="checkbox"/>

If you need additional space for any section, please attach as a separate sheet of paper. Be certain to include all requested categories of information from that section.

EDUCATION				
	Name & Address of School	Course of Study	# of Years Completed	Diploma / Degree Received
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and/or extra-curricular activities

Military Experience	YES	NO
Have you ever served, or are you currently in the United States Military? (if applicable please provide a copy of Form DD-214 indicating type of discharge. And include service information in employment section below.	<input type="checkbox"/>	<input type="checkbox"/>

Describe any job-related training received in the United States military:

Professional Licensees and Certifications		YES	NO
Do you have a valid Motor Vehicle Operators License? If Yes:		<input type="checkbox"/>	<input type="checkbox"/>
State of Issue	Date of Expiration		
Are you a graduate of the Greater St. Louis County Fire Academy? If Yes:		<input type="checkbox"/>	<input type="checkbox"/>
Academy Class Number	Date of Graduation		
Do you possess a Valid Missouri Paramedic License? If Yes:		<input type="checkbox"/>	<input type="checkbox"/>
Missouri Paramedic License Number	Date of Expiration		
Please List any additional professional licenses or certifications. (include copies of any listed)			

EMPLOYMENT EXPERIENCE			
Start with your present or last job. Include any military service assignments and volunteer activities for the last seven (7) years. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. If you need additional space, please continue using a separate sheet of paper. Include all information elements requested in this section.			
1	Employer	Dates Employed	
		From	To
	Address		
	Phone Number (s)	Hourly Rate / Salary	
		Starting	Final
	Job Title		
	Supervisor	Phone Number	
	Reason for Leaving		
Work Performed / Duties			
2	Employer	Dates Employed	
		From	To
	Address		
	Phone Number (s)	Hourly Rate / Salary	
		Starting	Final
	Job Title		
	Supervisor	Phone Number	
	Reason for Leaving		
Work Performed / Duties			

EMPLOYMENT EXPERIENCE			
3	Employer		Dates Employed
			From To
	Address		
	Phone Number (s)		Hourly Rate / Salary
			Starting Final
	Job Title		
	Supervisor	Phone Number	
	Reason for Leaving		
	Work Performed / Duties		
	4	Employer	
		From To	
Address			
Phone Number (s)		Hourly Rate / Salary	
		Starting Final	
Job Title			
Supervisor		Phone Number	
Reason for Leaving			
Work Performed / Duties			

REFERENCES				
Please Provide 3 professional references				
1	Full Name		Relationship	
	Company		Phone Number	
	E-Mail address		Years Known	
2	Full Name		Relationship	
	Company		Phone Number	
	E-Mail address		Years Known	
3	Full Name		Relationship	
	Company		Phone Number	
	E-Mail address		Years Known	

APPLICANT'S STATEMENT

- 1) I certify that all statements included on this application are true and complete to the best of my knowledge.
- 2) I understand that any falsification, misrepresentation or omission of facts called for herein will be reasonable cause for rejection of my application for employment. In the event I am employed, I understand that I may be terminated from employment in the event of any falsification, misrepresentation or omission of facts called for herein.
- 3) I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- 4) I authorize any person, organization or company listed on this application to furnish to the City of Shrewsbury any and all information concerning my previous employment, education, professional certification or licensure, and qualifications for employment, and hereby release any such person, organization or company from any liability that may result from furnishing such information.
- 5) I authorize the City of Shrewsbury to obtain a copy of my criminal record from any law enforcement agency for use in processing this application.
- 6) I understand that should I be chosen to continue in the hiring process beyond the oral Interview process, a more thorough criminal, professional, and personal background screening investigation will be conducted as part of the hiring process. This may include a credit check in compliance with the Fair Credit Reporting Act (FCRA) regulations. If so, I will be provided additional forms for this purpose
- 7) I understand that any offer of employment will be contingent upon satisfactory completion of:
 - a) An initial psychological assessment /fit for duty evaluation, by a department designated psychologist.
 - b) An initial medical fit for duty evaluation by a department designated physician.
 - c) A drug/alcohol screening as determined by the department designated physician
- 8) I understand that pursuant to Missouri state law, and in accordance with Federal requirements, the City of Shrewsbury participates in the E-Verify Program to verify the eligibility of every newly hired employee to work in the United States.
- 9) I understand and that, unless otherwise defined by applicable law, any employment relationship with the Shrewsbury Fire Department is of an **"at will"** nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time **with or without cause**. It is further understood that this **"at will"** employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized representative of the City of Shrewsbury.

JOB DESCRIPTION ACKNOWLEDGEMENT	YES	NO
Have you been provided with the job description for the position of Probationary / Firefighter Paramedic? (If no, do not answer the following question)	<input type="checkbox"/>	<input type="checkbox"/>
To the Best of your knowledge, would you be able to perform all the essential duties, responsibilities, and job tasks listed in the Probationary Fire fighter / Paramedic job description with or without reasonable accommodations?	<input type="checkbox"/>	<input type="checkbox"/>

By signing your application, you are indicating you understand and agree to the information above.

Signature of Applicant	Date

CITY OF SHREWSBURY

JOB DESCRIPTION

Job Title: Probationary Firefighter / Paramedic

Date: April 6, 2017

Department: Fire

Date Last Revised: November 9, 2020

Reports to: Fire Captain

Job Summary:

This is an entry-level fire suppression / EMS position. The primary function of a Firefighter / Paramedic is focused on service to and interaction with the citizens of The City of Shrewsbury, and its mutual aid partners. An employee in this class operates varied fire equipment during responses to fires, medical emergencies, hazardous materials and other emergency and non-emergency situations. This type of work involves an element of personal danger and an employee in this class must be able to react quickly and appropriately in emergency situations. Other responsibilities include performing various staff support assignments. The work is performed under the direct supervision of the Fire Captain; however, the employee is empowered to act within the mission of the department as outlined in the department's guiding principles.

Pre-Employment Requirements:

Education

- High School Graduate or Completion of General Education Certificate (GED)

Medical / Psychological Exam

- Requires passing an initial medical fit for duty evaluation by a department designated physician.
- Requires passing of a drug/alcohol screening as determined by the department designated physician.
- Requires passing of an initial psychological fit for duty evaluation, by a department designated psychologist.

Background Check

- Completion of detailed background investigation conducted by the Shrewsbury Police and Fire Departments to include but not limited to:
 - Thorough review of criminal record
 - Verification of employment
 - Verification of educational documentation provided
 - Verification of personal and professional references provided
 - Verification of professional licenses and certifications

Licensing and Certification:

- Possess a valid driver's license.
- Possess and maintain a State of Missouri Emergency Medical Technician- Paramedic (EMT-P), license.
- Possess certification as Professional Firefighter meeting the requirements of the St. Louis County Fire Standards Commission.
- Must possess a valid candidate's physical ability test (CPAT) certificate, issued within the past twelve (12) months at time of job offer.

Probationary Period and Evaluation

The normal probationary period for Fire Department Personnel is one (1) year. Evaluations during the first year of employment will be completed by the assigned Captain (s) on a quarterly basis. At the discretion of the Fire Chief, the probationary period may be extended up to six (6) months. Final decision for promotion from Probationary Firefighter/ Paramedic to Firefighter / Paramedic will be based upon the accumulated evaluations, direct input from line officers; and is at the sole discretion of the Fire Chief.

Additional Probationary requirements

Within one year of hire possess the following additional certifications.

- Establish car seat technician certification and maintain certification until the rank of lead firefighter is achieved.
- Pre-Hospital Trauma Life Support (PHTLS), or International Trauma Life Support (ITLS)
- Pediatric Advanced Life Support (PALS)
- Advanced Cardiac Life Support (ACLS)
- National Incident Management System (NIMS) certification levels
 - 100 Introduction to the Incident Command System
 - 200 ICS for Single Resources and Initial Action Incidents
 - 700 National Incident Management System, An Introduction
 - 800 National Response Framework, An Introduction

Essential Duties & Responsibilities:

- Maintains good relationships with department staff, elected officials, and members of the public;
- In a fire emergency lays, connects, charges and uses supply lines and various water appliances to control and extinguish fires. Performs ventilation and forcible entry duties. May use foam and chemical extinguishers for extinguishment;
- Searches for and rescues victims from building, motor vehicles and other locations, utilizing special equipment as necessary;
- Provides medical emergency response at the Paramedic level;
- Works closely with other emergency medical staff, public safety and fire personnel from other agencies, depending upon response situation;
- Learns to operate and maintain assigned emergency vehicles, apparatus, and equipment;
- Communicates with others to maximize the effectiveness and efficiency of interdepartmental operations;
- Maintains equipment in a clean and operable condition; reports the need for repair;
- Participates in clean-up, salvage and overhaul operations;
- Uses appropriate fire fighting safety apparel and equipment, including personal protective equipment and self-contained breathing apparatus; follows appropriate safety procedures;
- Performs basic maintenance of station and facilities;
- Works with the community in a variety of educational, public relations and service programs;
- Participates in public education and fire prevention activities.
- May assist with fire investigation duties;
- May utilize defensive control tactics to contain, isolate and minimize hazardous materials spills;

- Maintains awareness of and abides by all current department policies;

Knowledge of:

- Principles, and techniques of fire and rescue operations;
- Principles and practices of providing emergency medical care;
- Local, state and federal laws, codes, ordinances and regulations required for work performance;
- Safety practices and precautions pertaining to fire rescue operations
- Techniques for effectively interacting with people from various socio-economic and ethnic backgrounds in a variety of settings or situations;
- Basic computer applications such as Microsoft Office Suite products;
- Mission, vision, and guiding principles of the Shrewsbury Fire Department
- General knowledge of the City of Shrewsbury

Ability To:

- Operate as an effective member of a team as outlined in the department's chain of command;
- Maintain professional composure, make sound decisions, and respond appropriately in emergency situations;
- Follow oral and written directions;
- Maintain accurate records and prepare clear and concise reports and other written materials;
- Communicate with co-workers, supervisors, and the public in a respectful and courteous manner;
- Must display an attitude of cooperation and the ability to work well with others;
- Read, write, and speak in an articulate and professional manner;

Tools and Equipment Used:

- Standard office equipment, including a computer;
- Use of tools and equipment that pertain to firefighting, emergency medical, and rescue situations.

Work Environment & Physical Demands:

- Work is primarily performed outside of an office environment, in varying weather and environment conditions. The duties are performed in scheduled and rotating 24 hour shifts for coverage seven (7) days a week. Work shifts as specified by the fire dept.
- Shall maintain a level of fitness and health at all times to safely and effectively complete essential firefighter job tasks, outlined in NFPA 1582, as supervised and determined by the fire department in coordination with the department's designated physician;
- Shall participate in ongoing mandatory physicals found within the current Collective Labor Agreement between the City and Local 2665;
- Constantly requires riding in operating motor vehicles;
- Requires visual acuity to read printed materials;
- Ability to hear spoken word to communicate in person, over the telephone, or through a two-way radio system;

Travel Requirements:

- Travels by car or air to classes and seminars, sometimes driving fire department vehicles.

Essential Job Tasks and Descriptions per NFPA 1582- Standard on Comprehensive Occupational Medical Program for Fire Departments.

- (1) Wearing personal protective ensemble and SCBA, performing fire-fighting tasks (hoseline operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry, etc.), rescue operations, and other emergency response actions under stressful conditions, including working in extremely hot or cold environments for prolonged time periods
- (2) Wearing an SCBA, which includes a demand valve–type positive-pressure facepiece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads.
- (3) Exposure to toxic fumes, irritants, particulates, biological (infectious) and nonbiological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.
- (4) Climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb. (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb. (9 to 18 kg)
- (5) Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C)
- (6) Wearing personal protective ensemble and SCBA, searching, finding, and rescue dragging or carrying victims ranging from newborns to adults weighing over 200 lb. (90 kg) to safety despite hazardous conditions and low visibility.
- (7) Wearing personal protective ensemble and SCBA, advancing water-filled hoselines up to 2 1/2 in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft. (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.
- (8) Wearing personal protective ensemble and SCBA, climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards
- (9) Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration
- (10) Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens
- (11) Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions

(12) Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hoselines and/or fixed protection systems (sprinklers)

(13) Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members

Disclaimer:

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

To comply with the Americans Disability Act (ADA), the City may make reasonable accommodation for qualified individuals with disabilities to enable them to perform the essential job functions.

I have received, reviewed and fully understand the job description for (Title). I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.