

# EMPLOYMENT APPLICATION



We would like to say thank you for taking time to consider joining the Oakdale Fire Department. The Oakdale Fire Department is considered a combination Department made up of a full-time Fire Chief, Assistant Fire Chief, 12 full-time Firefighter/EMT-Paramedics and 25 paid on call Firefighters divided between two fire stations. The fire department responds to nearly 3000 calls for service per year covering all fire, emergency medical, vehicle accidents and a variety of other emergency and non-emergency calls for service.

The department accepts applications throughout the year and begins the hiring process when it is determined that additional personnel are needed. If you meet the minimum requirements, you and your spouse or significant other, will be invited to attend an informational meeting. This meeting is your opportunity to learn in greater detail the requirements and commitment it takes to become a member of the Oakdale Fire Department.

Following the meeting all applications are reviewed and a list of candidates to be interviewed is compiled. The purpose of the interview is to get to know more about the candidates and to more clearly convey the expectations and commitment required to be a firefighter with the Oakdale Fire Department.

Following the interviews selected candidates will move to the next step in the hiring process which includes a background check, a psychological evaluation and general physical and drug test, as well as a physical ability test.

Please complete the application. We would also ask you to include a cover letter explaining why you want to become a member of the Oakdale Fire Department. Please return all information to our fire station #1, located at 5000 Hadley Avenue North. If you have any questions, please feel free to contact us at 651-731-8886.

Thank you for your time and we look forward to meeting you!

The Oakdale Fire Department Membership Committee.

*The position for which you are applying is with the Oakdale Volunteer Fire Department Inc. which is an Independent Non-Profit Firefighting Corporation. As such you are not applying for a position with the City of Oakdale.*

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## MINIMUM REQUIREMENTS FOR EMPLOYMENT

Before you apply, please take a moment to make sure you meet all the minimum requirements for employment with the Oakdale Fire Department.

- Must be at least 18 years of age.
- Must have obtained a High School diploma or GED equivalent.
- Must have and maintain a valid Minnesota driver's license and have reliable transportation.
- Must live within 6 driving minutes of either Station 1 (5000 Hadley Ave N) or Station 2 (6633 15th St N) at the time of application.

In addition to the minimum requirements for pre-employment, please be sure you could meet these additional requirements if you were to be hired.

- You must be willing to attend training drills 2 – 3 Mondays a month, complete online training courses and other required ongoing training.
- You must attend and pass initial training courses including, but not limited to, Fire Fighter I, Fire Fighter II, First Responder or EMT.
- You must be willing to participate in public relations events such as parades, Night to Unite, station tours, and Oakdale Summerfest.
- You must maintain a 25% attendance record for calls for service and 66% attendance at all training drills.
- You must pass an annual physical, physical ability test.

**I understand that the position I am applying for is a volunteer or paid-on call position with the Oakdale Volunteer Fire Department Inc. and is not a part time or full time position.**

I (please print name) \_\_\_\_\_ acknowledge that I have read, understood and meet all of the minimum requirements for employment with the Oakdale Fire Department.

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

\_\_\_\_\_  
Date

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We welcome you as an applicant for the position of Firefighter & EMT with the Oakdale Fire Department (OFD). It is the OFD’s policy to provide equal opportunity in employment. The OFD will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity, or any other basis protected by law.

Please furnish complete information so we may accurately and completely assess your qualifications. You may attach any other information that provides additional detail about your qualifications for employment in the position you seek. Please refer to the “Applicant Data Practices Advisory” for guidance regarding how your application information will be used, the consequences of providing or not providing your information, and more.

The OFD accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact the Oakdale Fire Department at 651-731-8886.

## APPLICATION GUIDELINES

To ensure that your application will be accurately processed:

1. Make sure application is completed in entirety. Incomplete applications may lose credit or be removed from further consideration. Attach resume or additional information for consideration.
2. Applications received after deadline on the closing date will not be accepted, unless otherwise stated in the position announcement.

## PERSONAL INFORMATION

Date		Name (first, middle, last)		
Mailing Address				
<i>Important: You must live within the response area at the time of application. See page 2.</i>				
Phone Number		Email		
Position applying for				
Are you legally eligible to work in the United States in the position for which you are applying? <i>Proof of citizenship or work eligibility will be required as a condition of employment.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will your continued employment require employer sponsorship?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you at least 18 years old?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you filled out an application for the Oakdale Fire Department before?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide title and dates	

## EDUCATION

Name and Location	Did You Graduate?	Diploma/Degree and Area of Study
High School:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/Technical/Vocational:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## CERTIFICATIONS RELEVANT TO EMPLOYMENT

Current only please. (EMT, Firefighter I, II, HazMat, etc.)

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## DRIVERS LICENSE INFORMATION

Issuing State	Number	Class	Expiration Date

## EMPLOYMENT EXPERIENCE

Please list your last three employers, starting with your present/most recent employer. *Please note "see resume" is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application:*

Employer #1			
Address			Phone
Job Title			
Dates Employed	From:	To:	Supervisor Name:
Description of Duties			
Reason for leaving			
May we contact this supervisor/employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer #2			
Address		Phone	
Job Title			
Dates Employed	From:	To:	Supervisor Name:
Description of Duties			
Reason for leaving			
May we contact this supervisor/employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer #3			
Address		Phone	
Job Title			
Dates Employed	From:	To:	Supervisor Name:
Description of Duties			
Reason for leaving			
May we contact this supervisor/employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

## UNPAID EXPERIENCE

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information that would reveal race, sex, religion, age, disability, or other protected status):

# AUTHORIZATION

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the Oakdale Fire Department is “at will,” and that employment may be terminated by either the Oakdale Fire Department or me at any time, with or without notice.

With my signature below, I am providing the Oakdale Fire Department authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered “No” to the question, “May we contact your current employer?” contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening.

I also understand it is my responsibility to notify the Oakdale Fire Department in writing of any changes to information reported in this application for employment.

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Signature of Applicant

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Date

# **APPLICANT DATA PRACTICES ADVISORY**

## **TENNESSEN WARNING**

In accordance with the Minnesota Government Data Practices Act, the Oakdale Fire Department is required to inform you of your rights as they relate to the private or confidential information collected from you. Private or confidential data is information that is available to you, but not to the public.

The private or confidential data supplied by you will be used to determine your eligibility for employment with the Oakdale Fire Department. If you are hired, it will be placed in your personnel file and used for payroll and other record-keeping purposes. Additionally, for public safety positions or in the event you are selected for hire, your data will be used to perform a criminal background check, including using the Bureau of Criminal Apprehension's website.

The private data supplied by you is available only to you, to department employees and officials whose job duties require review of the data, and other individuals and agencies as provided by state and federal law who have a bonafide need for the data.

We take pride in hiring the best candidates, but we can't do this without a complete application. Filling out the application is voluntary, and the more complete the application, the better your chances of conveying to the OFD you are the best candidate for the job. Except for explicitly optional requested information, refusal to provide a complete application may result in immediate disqualification from consideration for a position.

**I declare that I have read and understand the information given above regarding the Minnesota Data Practices Act.**

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

\_\_\_\_\_  
Date