

INTRODUCTION

Thank you for your interest in joining the Southington Fire Department. Your first step in joining the department is to complete an application and return it to the Fire Chief's Office, located at 310 North Main Street, Southington. Five days after handing in your application call the department at (860) 621-3202 x 133 to set an interview and initial weigh-in with the Assistant Fire Chief. The height and weight requirements are as follows:

MALES:

5'4"	5'5"	5'6"	5'7"	5'8"	5'9"	5'10"	5'11"	6'0"	6'1"	6'2"
170	175	180	185	190	195	200	205	210	215	220

FEMALES:

5'3"	5'4"	5'5"	5'6"	5'7"	5'8"	5'9"	5'10"	5'11"	6'0"	6'1"
140	145	150	155	160	165	170	175	180	185	190

Maximum body weights for heights not listed above shall be extrapolated from the schedule at five (5) pounds per inch of height. Firefighters not in compliance with any of the above height and weight restrictions will be considered in compliance if their body fat content does not exceed eighteen percent (18%).

Entry Process

1. Drop off completed application to Fire Headquarters.
2. Five days after submitting application call Fire Headquarters to schedule an interview and initial weigh-in with the Assistant Fire Chief who will assign you to the volunteer company within your district.
3. Attend a meeting with the officers of your assigned company.
4. The administrative office will send out a packet with information for you to obtain a physical after a letter of interest from your assigned company is received. Within seven days of receipt of the packet you must complete your physical.
5. After the administrative office receives notice of the outcome of your physical the company captain will contact you with your status and if accepted, make arrangements for you to meet with the company and complete the entry paperwork.
6. The probationary period is one-year.
7. Within first year new member must be entered into a Firefighter I class pending openings.

During your interview you will be informed of all the benefits available to a Southington volunteer firefighter such as:

- Full physical that meets OSHA Firefighter standards.
- Reimbursement of \$8 per hour, \$9 for officers for incident attendance. Money is considered a reimbursement for gas, insurance and wear-n-tear of vehicle and not reported to IRS.
- Yearly lump sum amount deposited in Incentive Plan if requirements are met. Requirements are for attendance at all mandatory drills and 60% of calls for a full share or 35% for a half share.
- Yearly tax abatement given based on Incentive Plan requirements with \$1,000 for a full share and \$500 for a half for property or vehicles registered in volunteers name with the Town of Southington. The exact amount is determined by amount of tax paid.
- Fitness reimbursement up to the cost of a YMCA membership.
- Qualification for Town of Southington health insurance at COBRA rate.
- Professional firefighter training.
- Life insurance coverage 24/7.
- On duty life insurance.



SOUTHINGTON FIRE DEPARTMENT VOLUNTEER APPLICATION

The Southington Fire Department is dedicated to a policy of nondiscrimination in employment and volunteer membership on any basis prohibited by law. Volunteer membership in the Southington Fire Department is available without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

Please print clearly and answer all sections.

NAME: _____

ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____

SOCIAL SECURITY NUMBER: _____ / _____ / _____ DATE OF BIRTH: _____

MOTOR VEHICLE OPERATOR'S LICENSE:

DO YOU HAVE A VALID DRIVER'S LICENSE? YES _____ NO _____ CLASS _____

LICENSE #: _____

A COPY OF YOUR DRIVERS LICENSE IS NEEDED AT THE TIME OF APPLICATION.

MILITARY RECORD AND STATUS:

HAVE YOU SERVED IN THE MILITARY? YES _____ NO _____

BRANCH OF SERVICE _____ DATES SERVED: _____ TO _____

TYPE OF DUTY _____ SPECIAL TRAINING RECEIVED _____

TYPE OF DISCHARGE: _____

DO YOU HAVE ANY MILITARY OBLIGATIONS? YES _____ NO _____

¹ ADAPTED ON 10/6/08

CRIMINAL HISTORY

HAVE YOU EVER BEEN CONVICTED OF A VIOLATION OF ANY LAW OTHER THAN A MINOR TRAFFIC VIOLATION? YES _____ NO _____

IF YES, EXPLAIN: _____

EDUCATION AND TRAINING

RECORD OF EDUCATION

SCHOOL	NAME AND ADDRESS	COURSE OF STUDY	HIGHEST GRADE COMPLETED	DID YOU GRADUATE	LIST DIPLOMA DEGREE
High				yes/no	
College				yes/no	
Other (Specify)				yes/no	

LIST ANY OTHER EDUCATIONAL QUALIFICATIONS, SPECIAL QUALIFICATIONS AND SKILLS, LICENSES OR CERTIFICATIONS NOT INDICATED ABOVE:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

EMPLOYMENT RECORD

LIST YOUR LAST FIVE YEARS OF EXPERIENCE, MOST RECENT FIRST.

1. EMPLOYER: _____

ADDRESS: _____

IMMEDIATE SUPERVISOR: _____ PHONE: _____

JOB TITLE: _____ DATES OF EMPLOYMENT _____ TO _____

FULL TIME/PART TIME (PLEASE CIRCLE)

REASON FOR LEAVING: _____

2. EMPLOYER: _____

ADDRESS: _____

IMMEDIATE SUPERVISOR: _____ PHONE: _____

JOB TITLE: _____ DATES OF EMPLOYMENT _____ TO _____

FULL TIME/PART TIME (PLEASE CIRCLE)

REASON FOR LEAVING: _____

3. EMPLOYER: _____

ADDRESS: _____

IMMEDIATE SUPERVISOR: _____ PHONE: _____

JOB TITLE: _____ DATES OF EMPLOYMENT _____ TO _____

FULL TIME/PART TIME (PLEASE CIRCLE)

REASON FOR LEAVING: _____

CONTINUE ON BACK OF PAGE IF MORE SPACE IS NEEDED.

HAVE YOU EVER BEEN DENIED MEMBERSHIP TO AN EMERGENCY SERVICE, EITHER PAID OR VOLUNTEER? YES _____ NO _____

IF YES, EXPLAIN: _____

HAVE YOU EVER BELONGED TO A FIRE/EMS ORGANIZATION? YES _____ NO _____

IF YES, EXPLAIN: _____

DEPARTMENT/AGENCY NAME: _____

ADDRESS: _____

PHONE: _____ FULL, PART TIME, OR VOLUNTEER

JOB TITLE: _____ IMMEDIATE SUPERVISOR: _____

DATES OF PARTICIPATION: _____ TO _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

ARE YOU WILLING TO HAVE YOUR PRESENT EMPLOYER CONTACTED REGARDING YOUR QUALIFICATIONS AND WORK PERFORMANCE? YES _____ NO _____

IF NO, PLEASE EXPLAIN: _____

REFERENCES:

PLEASE PROVIDE THREE (3) PERSONS, OTHER THAN RELATIVES, WHO ARE FAMILIAR WITH YOUR CHARACTER, JOB QUALIFICATIONS AND WORK PERFORMANCE TO PROVIDE INFORMATION ABOUT YOU (BE SURE TO INCLUDE COMPLETE ADDRESS AND PHONE NUMBERS OF REFERENCES).

PERSONAL REFERENCES – (No Relatives)		
NAME AND OCCUPATION	ADDRESS	PHONE NO.
1. _____	_____	() _____
2. _____	_____	() _____
3. _____	_____	() _____

CERTIFICATION

- A. I certify that there are no misrepresentations, omissions or falsification in the foregoing statements and answers, and that the entries above made by me are true, complete and correct to the best of my knowledge and belief. I understand the non-compliance with this certification will result in rejection of my application or, if I am already a volunteer, immediate discharge from the Southington Fire Department.

- B. Failure to follow directions and complete all sections of this application is grounds for immediate dismissal from the recruitment process.

(Signature)

(Date)

NOTICE TO APPLICANTS REGARDING PRE-MEMBERSHIP DRUG TESTING

Any individual applying for volunteer membership with the Southington Fire Department shall submit to a urinalysis drug test as a mandatory part of the application process. This notice serves as a written statement of the Southington Fire Department's intention to conduct such testing as part of the application process. The testing will be conducted by a certified laboratory/testing service selected by the Southington Fire Department, in accordance with the procedures required by applicable state and federal regulations.

All test results shall be considered confidential by the Southington Fire Department and shall not be disclosed to the employees of the Southington Fire Department, or any other person, other than to those persons for whom such disclosure is necessary. Positive test results, or a refusal to sign this consent form and participate in pre-employment drug testing, shall be grounds for denial of membership.

By signing below, you consent to be drug tested and acknowledge you have thoroughly read the foregoing notice and policy, and you understand and agree that in order to be considered for membership with the Southington Fire Department, you will comply in full with the Southington Fire Department's drug testing policy.

(Signature)

(Date)

AUTHORIZATION FOR RELEASE OF INFORMATION
SOUTHINGTON BACKGROUND CHECK

I, _____, do hereby authorize a review of and full disclosure of all records or any part thereof, concerning myself, by and to the Southington Fire Department, or Southington Police Department, whether said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, employment and pre employment records, including background reports, complaints or grievances filed by or against me, records of complaints, arrest, trial and/or conviction of alleged or actual violations of the law, including criminal and/or traffic records; records of complaints of a civil nature made by or against me, wheresoever located, and to include the records and recollections of attorneys-at-law or of other counsel, whether representing me or another person in any case in which I presently have or have had an interest.

It is the intent of this authorization to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation which may provide pertinent data for the Southington Fire Department to consider in determining my suitability for employment with the Town. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically enumerated above are not intended to deny access to any records not specifically mentioned herein.

I understand that any information obtained by the personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Southington Fire Department.

A photocopy of this release will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

Signature: _____

Address: _____

DOB: _____

SS #: _____

Date: _____

Witness: _____