



Munford Fire Department

1375 Munford Avenue

Munford, TN 38058

(901) 837-5960 Business 911 Emergency (901) 837-5962 Fax

www.munford.com

Alan Barkelew, Chief

Career Application Process

1. **Agility Test** - The physical agility test will be given to all applicants selected and will be timed. The time will be logged and each applicant will be scored according to their time and fitness level.
2. **Rules & Regulations Agreement:** You must log on to www.munford.com and go to the Fire Department page and read the Standard Operating Procedures and sign the attached page in the application that you have read and understand our Standard Operating Guidelines.
3. **Packet** - A three ring binder packet shall be turned in and will be scored for general appearance, initiative, neatness, details, grammar, spelling, etc. Be sure you take as much time as needed to get the information correct and as detailed as possible. All narratives should be no more than 500 words with a minimum of 250 words. Photos and certifications are encouraged. Include your application in this packet.
4. **Proficiency Test** – There will be a written test given to all applicants selected that will cover basic firefighting skills, department procedures and general knowledge.
5. **Peer Panel Review** -Applicants selected will be interviewed by a panel of your peers. This panel will be made up of members of Munford/Atoka Fire Department which will include company officers, paid staff and reserves. You will be asked several questions from the panel and will be scored based on your performance. Scoring traits will be: General appearance, cleanliness, mannerism, courteousness, clear annunciation, clear explanations, confidence level, answers questions to the point, assertiveness and an overall impression. The chief will moderate the meeting and will be responsible for tallying the score sheets and then discussing with the committee members to make a final decision.

Please take your time and complete all aspects of the process to the best of your ability. Do not enhance yourself to be more than you are, be honest and truthful. The peer review panel will be instructed to be fair and honest and show no partiality for or against any candidate.

Good Luck!!!

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Career Physical Agility Test

Treadmill: The candidate will be dressed in full turn out gear with SCBA less mask. The treadmill will be set to a speed of 2 ½ mph and set at the highest incline setting. The candidate will be timed and walk on the treadmill for 5 consecutive minutes. Upon completion of the time the candidate will walk to the next station with no rest period. **Stepping/ falling or stopping while on the treadmill will be assessed by a 30 second penalty for each occurrence.**

Roof Ventilation Simulation: The candidate will use the axe provided and make 25 full over the head chops to simulate cutting a hole in a roof. Upon completion the candidate will then walk to the next station with no rest period. **The axe head must be a minimum of 18" over your head to be considered a full chop. Anything less than this is considered a half chop and will receive a 30 second penalty for each occurrence.**

Ladder Climb/Rope Pull: The candidate will climb the ladder and get into the basket and then pull the rope hand over hand until the hose on the end of the rope touches the bottom of the basket on the Tower. While climbing the ladder the candidate will have a safety belt on and the safety hook must be hooked over a rung before the candidate can climb a step. Once the rope is pulled the desired height, the candidate will be notified to begin lowering the rope with the hose still attached. The rope must be lowered in a safe manner and not dropped. The hose must be lowered slowly enough that the candidate would not have rope burns with light gloves. Upon completion the candidate will walk to the next station with no rest period. **Dropping of the rope or lowering to fast will result in a 30 second penalty. Missing or skipping steps or not having the safety hook on a rung while climbing will also be assessed a 30 second penalty for each occurrence.**

Victim Rescue: The candidate will pick up or drag the provided manikin to a designated spot and then return with the manikin to the beginning point. The candidate will then walk to the next station with no rest period. **The head must not be drug or dropped or a 30 second penalty will be assessed for each occurrence.**

Hose Drag: The candidate will pick up the nozzle and 1 " hose and pull the charged hose line until the line is completely extended and then return the nozzle back to the beginning point. Upon completion the candidate will walk to the next station with no rest period. **Not stretching the hose completely, dropping the nozzle or not returning the nozzle to the starting point will be assessed by a 30 second penalty.**

Hand/Eye Co-ordination: The candidate will be given a box of nuts and bolts and must put the nuts on the correct bolts with a least 2 threads showing past the nut of each bolt. **A 30 second penalty(s) will be assessed for each bolt not completed correctly.**

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This application must be complete and legible or will be rejected

Full Name: _____

Nickname: _____

Home Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Communications

Home Phone: _____ Cell Phone: _____

Cell Phone Provider: (Verizon, AT&T, Sprint, Etc.): _____

Work Phone: _____ Email: _____

Personal Information

Driver's license #: _____ Class: _____ State: _____

Is Driver's license valid? _____ Yes _____ No Expiration Date: _____

Date of Birth: _____ Age: _____

Place of Birth: _____

Sex: _____ Height: _____' _____" Weight: _____ lbs.

Eye Color: _____ Hair Color: _____

Married: _____ Single: _____ Divorced _____

Spouse Name: _____ Children Name(s): _____

Spouse Phone: (_____) _____ Work No : (_____) _____

Spouse Email: _____

Your Employer: _____

Employer Address: _____

Employers Phone: (_____) _____ How Long: _____

Supervisor: _____ Presently Employed: _____ Yes _____ No

May we contact your employer? _____ Yes _____ No

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Emergencies

Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ Relationship: _____

Medical Insurance: _____ Policy No.: _____

Company Phone: (____) _____

Health Information

In your opinion, what is your current health status? Excellent: _____ Good: _____ Fair: _____ Poor: _____

Bad: _____ Blood Type: _____

Medical History: _____

Disabilities: _____

Limited Disabilities: _____

Baseline Vitals:

Blood Pressure: _____ / _____ Resting Pulse: _____

Please keep in mind that you are applying for membership into an emergency service where you will be expected to perform under extreme conditions. It is **your** responsibility to understand what your body is capable of enduring prior to submission of this application. It is highly recommended to seek medical advice of your personal physician, prior to submitting this application.

Applicant signature: _____ Date: _____

Education History

Circle highest grade completed: 6 7 8 9 10 11 12 GED

High School name: _____ Graduation Date: _____

City: _____ State: _____

College Name: _____ Graduation Date: _____ City: _____ State: _____

Vocational/Trade School: _____ Graduation Date: _____ City: _____ State: _____

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Military History

Branch: _____ Service Dates: _____ to _____

Rank: _____ Type Discharge: _____

Specialty Field: _____

National Guard/ Reserve: _____ Yes _____ No _____

Rank: _____ Duties: _____

_____ Active _____ Reserves _____ Retired _____ Other

Employment History

Starting with your last job, list the last (3) employers since age 18. If your last (3) employers do not cover a period of (10) years, list previous employers including self-employment, military, service and volunteers work, to account for (10) years of employment.

Last Employer: _____

Street address, City, State: _____

Phone # _____ Starting Date: _____ Ending Date: _____

Supervisors Name and Title: _____

Your Job Title: _____ May we contact this employer: _____ Y / N

Brief Job description of duties: _____

Reason(s) for leaving: _____

Next Previous Employer: _____

Street address, City, State: _____

Phone # _____ Starting Date: _____ Ending Date: _____

Supervisors Name and Title: _____

Your Job Title: _____ May we contact this employer: _____ Y / N

Brief Job description of duties: _____

Reason(s) for leaving: _____

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Next Previous Employer: _____

Street address, City, State: _____

Phone # _____ Starting Date: _____ Ending Date: _____

Supervisors Name and Title: _____

Your Job Title: _____ May we contact this employer: _____ Y / N

Brief Job description of duties: _____

Reason(s) for leaving: _____

Personal References

List at least (3) responsible persons (no family members, relatives or Munford Fire Personnel) that can answer questions pertaining to your character and moral standings. These individuals will be contacted by e-mail, phone or letter and should be notified by you of the inclusion in this application. Please list only people that have personal knowledge or contact with you for a least (3) years.

Name	Address (Street, City, State, Zip)	Phone (Inc. Area Code)	E-Mail
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been a member of a Fire Department, Rescue Squad, or similar organization?

_____ Yes _____ No

If complete the following information pertaining to the previous organization.

Organization: _____ Chief: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Type of organization: _____ Date of Service: _____ to _____

Reason for Leaving: _____ Rank: _____

List all related Training: (Please attach copies of certificates): _____

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Have you ever been dismissed, terminated, forced to resign, or placed on probation from any position of any employment or volunteer organization? _____ Yes _____ No

If yes explain: _____

In a brief paragraph, please state why you wish to join Munford Fire Department. Please include what the department and community will gain from your membership, what you expect to gain from becoming a member, your aspirations from this membership, and your own personal goals. This paragraph should be clearly legible and in your own words. Maximum of 500 words but no less than 100 words.



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Please read the following statement before signing your application

I hereby certify that all statements made on this application are true and complete to the best of my knowledge and belief. I understand and agree that any misrepresentation or omissions of material facts herein may cause an offer of employment made by the City of Munford to be withdrawn or my employment with the City of Munford terminated. I further understand that all information provided herein is public record and is subject to review upon request. I authorize the City of Munford to conduct a thorough investigation of my references and past employment and to conduct background checks consisting of the following: credit, criminal, driver's license and any other job related certifications. I understand that if an offer of employment is made to me, I may be required to submit to a physical examination and a review of my medical history. Accordingly, I authorize those parties having knowledge of my past (including financial and credit records) to cooperate in this procedure by releasing information as requested. I respectfully request that former employers furnish the necessary information concerning my employment with their organization and I hereby release them from any and all liability for damages for providing information requested. I do acknowledge and accept under Tennessee Law any information, with the exception of medical, will become public record upon receipt by the City of Munford. I hereby waive any rights or claims I may have, whether presently fully developed or not, against the City of Munford or its agents or employees, arising out of or resulting from the release, authorized or unauthorized, of the information received pursuant to or in connection with the City of Munford's handling, processing, investigation, etc. of my application for employment with the City of Munford. I understand that this investigation will be conducted prior to my being given a job offer or within 90 days of employment.

If I am hired, I agree to conform to the rules and regulations of the City of Munford set forth in the City of Munford's personnel policies & procedures and acknowledge that these rules and regulations may be changed by the City of Munford at any time, at the City of Munford's sole option and without any prior notice to me. I acknowledge that if I am employed, my employment will be at will and may be terminated with or without cause at any time by me or by the City of Munford. I agree to conform to the City of Munford's drug-free/smoke free workplace and agree to submit to drug test as required by the City of Munford.

Applicant Signature: _____ Date Signed: _____

Applications must be signed and dated. Unsigned applications will result in immediate rejection.

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City of Munford Fire Department

Receipt, Rules & Regulation, SOG's

This is to certify that I have been given the opportunity to read the City of Munford rules and regulations and Standard Operating Guidelines. I understand all of the information with-in these guidelines and agree to abide by these guidelines.

I also understand that I will be a part of an elite team within the community and will be held to a high standard and must follow these guidelines thoroughly. Deviance from these guidelines may result in termination or probation of service.

I also understand that at any time I may approach any member of this department to ask for clarification of any part of these guidelines with feeling any guilt or repercussions.

Applicant Name (Please Print): _____

Applicant Signature: _____ Date: _____

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Job Description

FIREFIGHTER

DEFINITION:

The employee is responsible for work performed in combating, extinguishing, and preventing fires, and protection of life and property through firefighting and rescue activities. Duties also include other support services under close supervision of shift supervisor. Independent judgment is used according to the situation and sometimes- different courses of action must be considered to complete the task.

EQUIPMENT/JOB LOCATION:

- o The employee will operate firefighting equipment to include: nozzles, hoses, self- contained breathing apparatus, power saw and generators, and other related equipment.
- o A large part of duty time is taken up in city-wide inspections, performing supervised training, and maintaining equipment and quarters.
- o All firefighting and emergency operations must be performed during all kinds of weather conditions.
- o The employee is exposed to extreme heat, smoke, hazardous chemicals, and falling materials.
- o The employee shall be required to perform work related to site specific rescue operations which may include, but are not limited to the use of the "Jaws of Life" other rescue equipment.

ESSENTIAL FUNCTIONS OF THE JOB:

- o Responds to fire alarms, connects hose, holds nozzle and directs water streams, and other related jobs as relative to fire suppression.
- o Forces entry of premises for firefighting; rescue and salvage operations; uses chemical fire extinguishers, bars, hooks, lines, and other equipment.
- o Removes persons from danger, administers first aid to injured persons.
- o Positions and climbs ladders to gain access to upper levels of buildings.
- o Performs salvage operations such as throwing covers, sweeping water and removing debris.
- o Carries charged hose line into structure for fire suppression.
- o Physically able to wear complete set of protective clothing and self-contained breathing apparatus.
- o Participates in fire drills and attends training classes in firefighting, first-aid, and related subjects.

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- o Performance of hazardous tasks under emergency conditions that may involve extreme exertion under such handicaps as smoke and cramped surroundings.
- o Performs extreme strenuous and physical labor for extended periods under some unfavorable climatic conditions, frequently lifting objects weighing 50 to 100 pounds or more.
- o Performs duties requiring bending, crouching, stooping, climbing and crawling in buildings or close quarters that may be filled with smoke.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

(Any one position may not include all of the duties listed or duties which may be performed.)

- o Performs general maintenance work in the up-keep of fire department property: cleans and washes walls and floors, makes minor repairs, wash and dry hoses, cut grass, weed eats, washes windows, paints, and otherwise maintains quarters.
- o May operate departmental radio communications on special assignments, receives alarms, and notifies appropriate personnel, summons on-call personnel.
- o Participates in annual hose test, which involves unloading and reloading fire hose back on truck.
- o Participates in flow testing fire hydrants, which involves taking caps off hydrant and opening up hydrant and checking water flow.
- o Participates in fire hydrant maintenance, which involves lubricating, painting, weed removal, and other maintenance of fire hydrants throughout the district.
- o Must be able to operate, drive and perform all aspects related to driving pumping of fire related equipment

REQUIRED KNOWLEDGE AND ABILITIES:

- o Knowledge of fire prevention and State and City regulations as applied to fire fighting and prevention.
- o Knowledge of geographic area of the City.
- o Knowledge of Firefighting equipment and its intended uses
- o Ability to react quickly and calmly in an emergency situation and to determine the proper course of action.
- o Ability to learn to operate a variety of fire fighting equipment.
- o Ability to learn to operate a large fire apparatus safely.
- o Ability to work under extreme weather conditions and dangerous heights.
- o Ability to understand and follow oral and written instruction.

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- o Ability to establish and maintain an effective working relationship with the public and other employees.
- o Ability to wear heavy protective clothing for extended periods of time.
- o Ability to climb ladders.
- o Ability to operate power equipment.
- o Ability to physically, mentally climb to different heights and function in close quarters.

QUALIFICATIONS :

- o Must have high school diploma or equivalent.
- o Must be at least 21 years of age
- o Must possess a valid driver's license issued by the State of Tennessee.
- o Minimum certification level of Fire Fighter 1 and 2 and Live Burn
- o Minimum level of First Responder certification (EMT-IV or above preferred)
- o Must pass a medical examination by licensed physician.
- o Must pass a drug screen by licensed physician.
- o Must speak and understand the English language fluently
- o Must have no mental or physical disabilities that would affect job performance

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