



Fire Department

Memorandum

TO: All Applicants to the South Portland (ME) Fire Department
FROM: Miles Haskell, Acting Fire Chief
SUBJECT: South Portland Firefighter Application

All applicants to the Fire Department must meet the following *minimum* qualifications:

1. Be at least 20 years old on the date of the written exam
2. Hold a High School Diploma or Equivalent
3. Hold a valid motor vehicle driver's license
4. Have no disqualifying criminal conduct or conviction(s) (see last page of employment application)
5. Suitable physical condition allowing successful completion of the South Portland Fire Department C-PAT Physical Fitness exam

In order for your application to be deemed complete, all fire department applicants must file the following attachments with pages 3 through 7 of the attached application / questionnaire:

- Photocopy of the applicant's *current* and *valid* driver's license.
- Applicants who are *Certified Paramedics* must submit proof of certification; **OR** applicants who are **not** *Certified Paramedics* will be required to sit for the civil service entrance exam.
- Applicants must submit proof that the applicant has passed the C-PAT Physical Fitness exam within 6 months of the written exam, or as required under the civil service ordinance take the Fire Department C-PAT Physical Fitness exam after successfully completing the civil service written exam or providing Paramedic Certification.
- Copies of relevant verifying documents, as outlined on the last page of the attached employment application / questionnaire.

For purposes of this application, a *Certified Paramedic* means a person who has graduated from an approved paramedic program and currently holds a valid Maine Paramedic license, holds a or is a Nationally Registered paramedic in another state and can be licensed in Maine.

Please return your application along with the above-noted attachments to:

City of South Portland
Human Resource Office, Rm. 105
25 Cottage Road, PO Box 9422
South Portland ME 04116-9422

Only **complete** applications will be forwarded to the Civil Service Commission for consideration. It remains the sole responsibility of the candidate to file a complete application, including all necessary attachments, with the City's Human Resources Office prior to the posted closure date for the applicant to be considered by the Civil Service Commission.

The remainder of the hiring process for applicants who are *Certified Paramedics with C-PAT certification* may then include, but not be limited to:

1. Placement on a *Certified Paramedic* hiring eligibility list
2. Interview with fire department staff
3. Job Offer, conditioned upon successful completion of:
 - a. Background Investigation
 - b. Job Performance Assessment (“Psychological”)
 - c. Medical (“Physical”) Evaluation

***Certified Paramedics without C-PAT certification* are required to take and pass the Fire Department C-PAT Physical Fitness exam prior to being placed on the *Certified Paramedic* hiring eligibility list :**

NOTE: Applications remain valid for one (1) year from date of submission.

The remainder of the hiring process for applicants who are NOT *Certified Paramedics* may then include, but not be limited to:

1. Civil Service written examination
2. Civil Service Oral Board
3. C-PAT Physical Fitness exam after completion of the written exam (if no C-PAT certificate included in application package)
4. Preliminary background screening, and placement on a hiring eligibility list
5. Interview with fire department staff
6. Job Offer, conditioned upon successful completion of:
 - a. Background Investigation
 - b. Job Performance Assessment (“Psychological”)
 - c. Medical (“Physical”) Evaluation

NOTE: Applications remain valid for one (1) year from the date of the written exam.

Thank you for your interest in the South Portland Fire Department. For questions or clarification related to the department or this hiring process, please contact Acting Chief Miles Haskell (207.799.3311 ext. 7330) or the City’s Human Resources Office (207.767.7682).



CIVIL SERVICE COMMISSION
SOUTH PORTLAND FIRE DEPARTMENT
EMPLOYMENT APPLICATION / QUESTIONNAIRE

Check All That Apply:

Date Submitted: _____

- APPLICANT IS A NATIONALLY REGISTERED PARAMEDIC IN MAINE OR ANOTHER STATE
Name of State: _____ (Attach Proof of NATIONAL REGISTRY Certification)
APPLICANT IS NOT A CERTIFIED PARAMEDIC
APPLICANT HAS A VALID C-PAT CERTIFICATE (Attach C-PAT certification within 6 months of written exam)

PERSONAL

- 1. Name: Last First Middle
2. Are you at least 20 years old? Yes / No (minimum age requirement) (Circle One)
3. Present Address:
4. Telephone(s): 5. Email Address(es):
6. Are you authorized to lawfully remain, work & accept new employment in the U.S.?
7. Were you previously employed by the City of South Portland? If so, when?
By what department? In what capacity?
8. On what date will you be available to work?
9. Have you ever been convicted of any crime (Felony or Misdemeanor)?
10. Have you ever been convicted of any traffic violations?
11. If yes to the above, explain:
12. A valid driver's license is a requirement for application, do you hold a valid license? (Please provide a copy attached to the application)

List below all addresses at which you have resided in the last 15 years:

- 1. Dates:
2. Dates:
3. Dates:
4. Dates:
5. Dates:

List all acquaintances or relatives that are currently members of the department:

RECORD OF EDUCATION
(High School Diploma or Equivalency Required)

School	Name and Address Of School	Course of Study	Circle Last yr Completed	Did you Graduate?	List Diploma/ Degree
High School			1 - 2 - 3 - 4		
College			1 - 2 - 3 - 4		
Other <i>(Specify)</i>			1 - 2 - 3 - 4		

MILITARY SERVICE RECORD
(Attach Photocopy of DD-214)

Were you in the U.S. Armed Forces? _____ If yes, what Branch? _____

Dates of Duty: From _____ To: _____

Rank at discharge: _____ Type of discharge: _____

List duties in the Service including special training: _____

PERSONAL REFERENCES
(Not former employers or relatives)

Name and Occupation **Address** **Phone Number(s) (MANDATORY)**

1. _____

2. _____

3. _____

4. _____

EMPLOYMENT RECORD

List below ALL present and past employment, beginning with your most recent:

1.

Name and address of Company And type of business		From MO/YR	To MO/YR	Describe in detail the work you did
Telephone:				
Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving		Name of Supervisor

2.

Name and address of Company And type of business		From MO/YR	To MO/YR	Describe in detail the work you did
Telephone:				
Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving		Name of Supervisor

3.

Name and address of Company And type of business		From MO/YR	To MO/YR	Describe in detail the work you did
Telephone:				
Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving		Name of Supervisor

4.

Name and address of Company And type of business		From MO/YR	To MO/YR	Describe in detail the work you did
Telephone:				
Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving		Name of Supervisor

In order to be eligible to receive additional points for education and experience, as outlined below, you must submit photocopies of relevant documents with your application:

For candidates for appointment to the fire department, the following additional points for education and experience shall be added to the score:

- State of Maine or Nationally registered EMT basic **1 Point** – Copy of License
- State of Maine or Nationally registered *EMT* Intermediate **3 Points** – Copy of License
- Fire Science Degree from an accredited college **3 Points** – Copy of Diploma
- Maine State Fire Fighter I completion certificate **1 Point** – Copy of certificate
- Maine State Fire Fighter II completion certificate **2 Points** – Copy of certificate
- Per year of South Portland Call Company or any full time firefighter experience within the past five years, from the date of application **1 Point** – (max 4) Letter from Fire Chief
- Per year of prior active military duty **0.5 Point** – (max. 2) - Copy of DD-214

The facts set forth above in my application for employment are true and complete. I understand that deliberate inaccuracies, misstatements, falsehoods, or omissions are grounds for immediate disqualification from consideration, or for discharge from employment after hiring. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative agencies or means of your choice. In making this application for employment, I also understand that an investigation will be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am aquatinted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living. In understand that it is my responsibility to keep the Commission apprised of my current address and telephone number. Further, punctual attendance at all required examinations, physical agility test and polygraph, are also my responsibility. In understand that failure to meet any of the above obligations may result in my immediate disqualification from the eligibility list.

Signature of Applicant
(Sign in presence of Notary Public)

STATE OF MAINE

COUNTY of _____

Date 20____

Personally appeared the above applicant and made oath that the information contained in this application is true and correct to the best of his / her knowledge, information and belief.

Before me,

Notary Public
Printed Name:
My Commission Expires: