



COTUIT FIRE, RESCUE & EMERGENCY SERVICES

64 HIGH STREET • P.O. BOX 1632 • COTUIT, MA 02635
OFFICE (508) 428-2210 • FAX (508) 428-0202 • WWW.COTUITFIRE.ORG



TO: Firefighter/Paramedic Applicant

FROM: Chief Paul Rhude

Thank you for your interest in applying for a position at Cotuit Fire Department. Attached you will find the following forms to be completed legibly by the applicant himself/herself.

1. Employment Application
2. Tobacco Smoking Regulation
3. Firefighter/Paramedic Position Duties/Qualifications
4. Living Radius Requirements
5. Criminal Offender Record Information (CORI) Acknowledgement Form

All of the questions must be answered, if applicable. If not applicable, indicate such with "n/a." Your application is not complete unless all questions are answered or signed or dated. Failure to answer any and all questions truthfully and completely may result in the applicant's disqualification, or, if discovered after an individual is hired, termination of employment.

You are applying for a responsible public safety position. It is essential that you follow instructions specifically as directed. Make sure all dates and information are accurate. Include in your application packet COPIES of all of your professional licenses and certificates, including but not limited to, ALS card, PALS card and driver's license.

Applications are available at www.cotuitfiredistrict.org Completed application packets must be emailed to Chief Paul Rhude, Prhude@cotuitfire.org

Should you have any questions you may call our Administration Office at 508-428-2210
I look forward to receiving and reviewing your application.

COTUIT FIRE DEPARTMENT

EMPLOYMENT APPLICATION

As an equal opportunity employer, COTUIT Fire Department does not discriminate in hiring or in terms and conditions of employment because of an individual's race, creed, ancestry, color, sex, age, religion, handicap or disability, marital or veteran's status, national origin, sexual orientation or any other legally protected status. COTUIT Fire Department only hires individuals authorized for employment in the United States.

If you are submitting a resume and cover letter as substitution in completing any portion of this application you may write "See Resume". In doing so, you are expressly certifying that any statements and information contained therein are incorporated into the application form and the conditions of your affixed Applicant signature.

Position Applying For: _____ **Date of Application:** _____

Schedule Desired: () Full Time () Part Time () Temporary () Seasonal Are you on layoff subject to recall? _____

Are there any hours, shifts or days you cannot or will not work? _____

Are you willing to work overtime as required? _____

Are you able to meet regular attendance & punctuality requirements of the job? _____

PERSONAL INFORMATION

 (Last Name) (First Name) (Middle Name) Are you authorized for employment in the U.S.? () Yes () No

 (Present Street Address) (City) (State) (Zip) If you are under 18 years of age state your age? _____

 (Home Phone) (Message Phone) (Social Security Number)

For applicants for jobs that require driving:

Do you have a valid Driver's License? Number _____ Class _____ Expiration Date _____

Do you have a valid CDL? Yes ___ No ___ List valid endorsements: _____

Do you authorize COTUIT to check your driving record for repeated or significant traffic violations? Yes ___ No ___

EDUCATION

TYPE OF SCHOOL	NAME & LOCATION OF SCHOOL	DEGREE/AREA OF STUDY	NO. OF YEARS COMPLETED	GRADUATED (Check One)
HIGH SCHOOL				() Yes () No
COTUITUNITY COLLEGE				() Yes () No
COLLEGE				() Yes () No
GRADUATE SCHOOL				() Yes () No
TECHNICAL SCHOOL				() Yes () No
OTHER				() Yes () No

TRAINING & PROFESSIONAL LICENSES OR CERTIFICATIONS

List job-related licenses or certificates that you possess, and/or academic and professional activities and achievement awards, publications or technical-professional associations you are a member of. Exclude organizations which indicate race, creed, color, sex, age, religion, handicap or national origin of its members.	Date Awarded

SKILLS

In addition to work history (below), what other experiences, skills or qualifications would be applicable to position applied for: (include word processing, spreadsheet, machinery or equipment able to operate)

Indicate any foreign languages you can speak, read and/or write either fluently or conversationally:

EMPLOYMENT HISTORY

Starting with your present or last job list *all* paid, volunteer, full or part-time work, military service, and summer jobs performed during the last 10 years (include work performed more than 10 years ago if it applies to the job you want). Use the back of the application and/or additional sheets of plain white paper if you need more space.

May we contact your present employer? () Yes () No

Name and Address of Employer & Date of Employment	Position & Duties	Salary	Reason for Leaving
Phone: Dates (From/To):			
Phone: Dates (From/To):			
Phone: Dates (From/To):			
Phone: Dates (From/To):			
Phone: Dates (From/To):			

Is there any additional information involving a change of your name or assumed name that will permit us to check your work record? If yes, please explain: _____

Have you ever been employed by the COTUIT Fire Department before? () Yes () No If Yes, please indicate what department, when, and the position(s): _____

Reasons for leaving: _____

List names of relatives or acquaintances now employed by COTUIT Fire Department: _____

Have you ever been fired from a job, quit a job after being told you would be fired, or left a job by mutual agreement following allegations of misconduct or for unsatisfactory performance: () Yes () No If Yes, please explain below: _____

REFERENCES

Please list three employment-related references who are familiar with your work. Do not list relatives or friends.

Name	Address	Phone	Place of Employment	Position Held
1.				
2.				
3.				

PERSON TO CONTACT IN CASE OF EMERGENCY

Full Name:	Address:	Phone:
Place of Employment:	Address:	Phone:
Relationship to you?		

APPLICANT'S CERTIFICATION AND AGREEMENT

Please Read this Statement Carefully

I understand that this application is not a contract of employment. I understand that to be employed, I must be lawfully authorized to work in the United States, and I must show COTUIT Fire Department documents that will prove this. I also understand that I may be required to successfully complete a medical or psychological examination, including a urine drug analysis, before employment and/or as a condition of continued employment, submit to such lawful examinations, medical, substance abuse, or other, as may be required by COTUIT Fire Department.

I authorize and understand that COTUIT Fire Department may investigate my work and personal history which may include a Criminal Offender Record Inquiry (CORI) and/or a Sex Offender Registry Information (SORI) check, military history and verify data given on this application, on resume or related papers, and/or interviews regarding my education, past employment history and background. I authorize all individuals, schools, and firms named herein, except my current employer, if so noted, to provide any information requested about me and I release them from all liability for damage in providing this information. I understand that the information released is for COTUIT Fire Department's use only. Conviction of a crime or termination from a job is not an automatic bar to your employment, all circumstances will be considered. I understand that I am not required to take a lie detector test as a condition of employment as it is unlawful in the State of Massachusetts to be required to do so.

If I am hired, I agree that my employment and compensation can be terminated with or without cause and for any reason not prohibited by statute at any time with or without prior notice, at the option of COTUIT Fire Department or myself. I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I also understand that I must be available from time to time to work outside of my normally scheduled hours, as the needs of the department require.

I understand that this application for employment will be considered active until the position I am applying for has been filled. I understand if I wish to be considered for future employment, I must inquire regarding re-submitting this application or completing another for any vacant position.

I certify that all the statements herein are true and understand that any falsification or misrepresentation of facts stated or implied shall be sufficient cause for dismissal or refusal of employment. I understand, also, that I am required to abide by all rules, policies or regulations of COTUIT Fire Department.

Applicant's Signature _____ Date _____

(You must sign and date this application to be considered for employment)

**Cotuit Fire Department
64 High Street
Cotuit, MA 02635**

GENERAL LAWS OF MASSACHUSETTS

**TITLE VII.
CITIES, TOWNS AND DISTRICTS**

CHAPTER 41. OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS

REGIONAL DISTRICTS

Chapter 41: Section 101A Police officers or Firefighters: tobacco smoking

Section 101A. Subsequent to January first, nineteen hundred eighty-eight, no person who smokes any tobacco product shall be eligible for appointment as a police officer or firefighter in a city or town and no person so appointed after said date shall continue in such office or position if such person thereafter smokes any tobacco products. The personnel administrator shall promulgate regulations for the implementation of this section.

I have read and understand the above law.

Applicant signature: _____

Applicant printed name: _____ Date: _____

TO: Firefighter/Paramedic Applicant
FROM: Chief Paul Rhude
RE: FIREFIGHTER/EMT-PARAMEDIC POSITION DUTIES/QUALIFICATIONS

PRINCIPAL DUTIES:

The principle duties of the members of the Cotuit Fire Department shall consist of the following:

Under direct supervision, to perform general duty firefighting work in combating and extinguishing fires, this may involve the performance of hazardous tasks under emergency situations while protecting life and property and frequently requiring strenuous physical exertion under conditions of smoke, extreme heat, gases, and cramped surroundings; and to perform related work as required. Alarm response with an assigned company to assist in combating and extinguishing fire; driving and operating equipment and appurtenances of heavy apparatus, including aerial ladder trucks, hose wagons, pumpers, rescue trucks, and similar firefighting apparatus; laying, coupling, connecting fire hose; advancing fire hose into burning buildings to direct fog or water stream, using various heavy stream appliances and extinguishers and placing, erecting, and climbing ladders, including aerial ladders. Ventilation of burning buildings; using forcible entry tools, if necessary, to open locked doors, windows, and skylights, and to chop out or break openings in roofs, floors, partitions, and ceilings. The entering of burning buildings to evaluate and rescue persons in danger, using ladders, stretchers, life nets, life guns, and life lines; administering first aid, resuscitation and performing emergency rescue, such as from drowning and extrication work such as from elevators, machinery, motor vehicles and similar accidents, the conducting of fire prevention practices and education programs to eliminate hazards and to promote public awareness of fire-rescue needs; and other related duties as prescribed by the Chief.

FIREFIGHTER/EMT-PARAMEDIC

QUALIFICATION:

1. As determined by the Chief and Board of Fire Commissioners.
2. Shall be certified to operate as an EMT-Paramedic in the State of Massachusetts.
3. Shall be certified to operate as an EMT-Paramedic in the Cape & Islands EMS System.
4. Loss of said certification is grounds for dismissal.

By signing below, I acknowledge my receipt and understanding of the above.

Printed Name

Signature

TO: Firefighter Applicant

FROM: Chief Paul Rhude

LIVING RADIUS:

- 1) Employees must live within six (12) road miles of the Cotuit Fire Station within one year of employment.

Sign below to indicate your understanding of the above regulation.

Applicant signature: _____

Applicant printed name: _____ Date: _____

Distance from legal residence to Cotuit Fire Station _____

**CRIMINAL OFFENDER RECORD INFORMATION (CORI)
ACKNOWLEDGEMENT FORM**

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT, VOLUNTEER,
SUBCONTRACTOR, LICENSING, AND HOUSING PURPOSES.

Cotuit Fire Department is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to Cotuit Fire Dept. to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing Cotuit Fire Dept. written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

Cotuit Fire Dept. may conduct subsequent CORI checks within one year of the date this form was signed by me provided, however, that Cotuit Fire Dept. must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature

Date

