



It is the policy of Mt. Pleasant to extend its employment opportunities to qualified persons on a non-discriminatory basis. Selection shall be made without regard to an individual's age, race, color, sex, national origin, religion, marital status, sexual orientation, handicap or membership in any other protected classification. Only necessary qualifications for the job being filled will be considered in the selection process.

Date

**PERSONAL INFORMATION**

Name (Last, First, Middle)

Telephone number

Present Address (Street, City, State & Zip)

Email Address

**EMPLOYMENT DESIRED**

Position

Full or Pt Time

Date Available

Are you employed now? If so, may we contact your present employer? Have you ever applied for employment with the Village? If yes, when?

Are any of your relatives presently employed with the Village? If yes, please provide name and position.

Only U.S. Citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be employed in the U.S.? Yes No

Have you ever been convicted of, or pled guilty or Nolo contendere to any violation of law other than minor traffic violations? (A conviction record will not automatically bar you from employment and will only be considered as it relates to the particular job in question). If yes, please explain.

Are any criminal charges or proceedings pending against you? (A pending criminal charge will not automatically disqualify you from employment and will only be considered as it relates to the particular job in question). If yes, explain.

Can you with or without reasonable accommodations perform the Essential Functions of the job for which you are applying?

**EDUCATION/EXPERIENCE**

NAME AND ADDRESSES OF SCHOOLS ATTENDED

MAJOR FIELD OF STUDY

DID YOU GRADUATE? YES/NO

SCHOOL LEVEL

HIGH SCHOOL

COLLEGE

ASSOCIATE DEGREE

POST GRAD DEGREE

List any other applicable skills or qualifications

**EMPLOYERS** - Please begin with your present or most recent employer. Account for all periods of employment from completion or education to present. **(You needn't go back more than 15 years).**

**INDICATE IF ANY PRIOR EMPLOYMENT IS UNDER A DIFFERENT NAME**

**Name and address of Present or Last Employer**

Starting Date (mm/yyyy)

Leaving Date (Month/Year)

Job Title

Name of Supervisor

Phone Number with area code

Description of Work

Reason for Leaving

May we contact present employer?

**Name and Address of Present or Last Employer (2)**

Starting Date (mm/yyyy)

Leaving Date (mm/yyyy)

Job Title

Name of Supervisor

Phone Number with area code

Description of Work

Reason for Leaving

**Name and Address or Last Employer (3)**

Starting Date (mm/yyyy)

Leaving Date (mm/yyyy)

Job Title

Name of Supervisor

Phone Number with area code

Description of Work

Reason for Leaving

**ACCOUNT FOR PERIODS OF UNEMPLOYMENT OTHER THAN WHEN YOU WERE IN SCHOOL**

**REFERENCES: GIVE BELOW THE NAMES OF at least THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN FOR ONE YEAR OR MORE.**

Name (1)

Email Address

Phone number with area code

Home Address

Business / Address,  
if applicable

Is this a personal or  
business acquaintance?

Business

Personal

Years Acquainted

Name (2)

Email Address

Phone number with area code

Home Address

Business/ Address,  
if applicable

Is this a personal or  
business acquaintance?

Business

Personal

Years Acquainted

Name (3)

Email Address

Phone number with area code

Home Address

Business/ Address, if  
applicable

Is this a personal or  
business acquaintance?

Business

Personal

Years Acquainted

Email Address

Name

Phone number with area code

Home Address

Business/ Address,  
if applicable

Is this a personal or  
business acquaintance?

Business

Personal

Years Acquainted

# Release of Information Authorization

## PLEASE READ CAREFULLY BEFORE SIGNING

I CERTIFY THAT ALL THE INFORMATION ON THIS APPLICATION IS CORRECT AND MAY BE INVESTIGATED. I understand that falsification, misrepresentation or omission of facts will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application for employment with the Village of Mount Pleasant does not guarantee employment. I further understand that should an offer of employment be extended by the Village of Mount Pleasant that such employment is At Will, for no specified duration and may be terminated by either myself or the Village of Mount Pleasant at any time, with or without reason or notice.

I hereby authorize the Village of Mount Pleasant, its agents, officers or employees to conduct a comprehensive review of my background. I voluntarily and knowingly authorize any former employer, person, firm, corporation, organization, school, or government agency, its officers, employees and agents, to release all information concerning me that said individual, company, firm, corporation or public agency may have, to include information or data received from other sources, to the Village of Mount Pleasant, its officers, employees and agents, or any other person or entity making a written or oral request for such information on behalf of the Village of Mount Pleasant. I understand the information that is sought may include, but is not necessarily limited to, employment history, drug testing, consumer reports, civil and criminal records, records from any governmental criminal justice agency, driving records, social security verification and any public record information. I recognize a copy of this authorization and release is as valid as the original and should be considered as such.

I voluntarily and knowingly, fully release and discharge, absolve, indemnify and hold harmless the Village of Mount Pleasant, and such former employer, person, firm, corporation, school or government agency, its officers, employees and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorney's fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incidental to the disclosure or release except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the officer, employee or agent disclosing such facts knows are untrue.

I further understand that pursuant to the Fair Credit Reporting Act, should the Village of Mount Pleasant or its agents obtain a consumer credit report as part of the background check, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me.

I understand that any offer of employment is contingent upon successful completion of the background check and satisfactory completion of a physical examination and drug test.

Applicant's Printed Name

By clicking the check box I agree to my typed  
Signature serving as my written.

Date

House #

Street Name

Apt. #

City

State

Zip Code

Social Security Number

Driver's License Number

Date of Birth

**Please save as a PDF and email to person indicated on job posting**



3900 Old Green Bay Road - Mt Pleasant - WI 53403 – 262-995-1200 – 262-995-1208 Fax

## **Open Application Recruitment Announcement for Creating a 2022 Firefighter/Paramedics Eligibility List for Entry Level and Lateral Transfer Applicants Encouraged to Apply**

The South Shore Fire Department is a consolidated Fire Department between the Village of Mount Pleasant and the Village of Sturtevant. Mount Pleasant is the location of Foxconn, InSinkErator Headquarters, SC Johnson Wax, and the new Aurora Medical Center. The Village of Sturtevant is the location of Andis Headquarters and BRP Marine Group.

The South Shore Fire Department is seeking highly motivated, dedicated fire and EMS service personnel to be firefighter/paramedics. South Shore Fire Department is a full-service fire and emergency medical system department staffed by 66 career firefighters.

The South Shore Fire Department is accepting Open Applications from entry level applicants as well as lateral transfer applicants with one eligibility list developed and approved by the Police & Fire Commission.

Both entry level and lateral transfer applicants must meet all of the hiring requirements listed in the application packet. In order to be considered as a lateral transfer applicant the applicant must have at **least one year of experience on a full-time Fire/EMS department and must have been a non-probationary employee.**

- Applicants must have the following as of their date of application:
  - WI State or National Registry – EMT-Basic or Higher Certification
  - State of Wisconsin Certified Firefighter I
  - Candidate Physical Ability Test Certification – Within the past 12 months

**All applicants** must have a CPAT Certification from within the past 12 months prior to appointment to the SSFD.

All applicants must have a WI State or National Registry – EMT- Paramedic Certification **prior to appointment.**

**All applicants** will be required to have or obtain WI State Driver/Operator Pumper Certification and WI Firefighter II Certification within one year of being appointed to the SSFD.

Online application packets may be found on the Village of Mt. Pleasant website at <https://www.mtpleasantwi.gov/2228/Employment-Opportunities>

Applications are being accepted as part of our Open Application Period. Completed applications can be emailed to [Fireapplications@mtpleasantwi.gov](mailto:Fireapplications@mtpleasantwi.gov)



3900 Old Green Bay Road - Mt Pleasant - WI 53403 – 262-995-1200 – 262-995-1208 Fax

May 2022

Dear Applicant,

Thank you for taking out an application for the South Shore Fire Department. We are currently accepting applications for the purpose of developing an eligibility list for the position of Firefighter/Paramedic. Applications are being accepted for both Entry Level and for Lateral Transfer applicants. Please ensure that you return all the necessary forms listed below:

1. Employment Application (4 pages)
2. Affirmative Action Questionnaire - Completed
3. Informed Consent for Disclosure Form - Signed
4. Condition of Employment - Signed
5. No Tobacco Use Agreement – Send Notarized Copy
6. Hiring List Requirements – See list below

### **Hiring List Requirements**

Must submit copies of the following documents with the application packet to the South Shore Fire Department:

- WI State Drivers License (Other State Drivers License Allowed Prior to Hire)
- Certified Birth Certificate
- High School Diploma or G.E.D. Equivalent
- Certified DD214, if you are a veteran.
- WI State Certified Firefighter I – Copy of Certification
- WI State EMT-Basic or National Registry EMT-Basic Certification or Paramedic Certification
- All Applicants must have a WI State or National Registry - Paramedic Certification prior to appointment to the SSFD.
- Candidate Physical Ability Test Certification. CPAT must be from within the past 12 months prior to appointment to the SSFD.
- All Applicants will be required to have or obtain State Driver/Operator Pumper Certification and WI Firefighter II Certification within one year of being appointed to the SSFD

Application packets must be completed with required signatures in order for applicants to be considered in this process. **Please email completed application and other documents to:**

[Fireapplications@mtpleasantwi.gov](mailto:Fireapplications@mtpleasantwi.gov)



## VILLAGE OF MOUNT PLEASANT

### EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INFORMATION

The Village of Mount Pleasant and the South Shore Fire Department is an equal opportunity/affirmative action/ADA employer that is committed to a program of recruitment of females, minority group members, and persons with disabilities in areas of work where they may be underutilized. To successfully implement these programs and meet statistical data reporting requirements on the ethnic/sex/disability composition of our applicant file, the Village requests your help in providing the information requested. Completing this form is voluntary and WILL NOT BE USED IN MAKING A DECISION ON WHETHER OR NOT TO HIRE YOU. It will be kept separate from your application and completely confidential.

Date \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Race (check one):

White \_\_\_\_ Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Asian/Pacific Islander \_\_\_\_\_

Native American \_\_\_\_\_

(American Indian/Eskimo)

Any religious accommodations required?

\_\_\_\_\_

Handicapped? Yes \_\_\_\_ No \_\_\_\_

The Village will not refuse to hire a disabled applicant who is capable of performing the essential requirements of the job with reasonable accommodation. If you have a disability which might affect your performance or create a hazard to yourself or others in connection with the job for which you are applying or are presently performing, please state the following: (1) the skills and procedures you use or intend to use to perform the job notwithstanding your disability and, (2) the accommodations we could make which would enable you to perform the job properly and safely.



**INFORMED CONSENT FOR DISCLOSURE OF  
APPLICANT EMPLOYER, FINANCIAL, AND  
EDUCATIONAL INFORMATION**

I, the undersigned, authorize South Shore Fire Department or it's representative thereof to obtain information from my employer information and/or educational information of every kind including, but not limited to all information relating to my past employer information including access to my personnel files, and financial information including individual credit files, income tax returns and any other financial data regarding myself, and all educational information including individual files from all educational institutions.

I authorize all former employers, persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs prior to and during my employment is prohibited. Village policy requires, and I am willing to submit to drug testing to detect the use or abuse of drugs pre-employment and post-offer drug testing during my employment will follow the Labor Agreement with IAFF Local 2939.

I understand that the specific type of information to be disclosed includes Employer Data, Financial Data, Educational Data, and that this disclosure is for the purpose of a background check necessary for hire with the South Shore Fire Department.

This authorization is effective two years from the date of signature.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **SOUTH SHORE FIRE DEPARTMENT CONDITION OF EMPLOYMENT AGREEMENT**

I, as an applicant for employment, understand that upon accepting employment with the South Shore Fire Department, I am agreeing to the following conditions:

1. Firefighters will maintain a State of Wisconsin Certified Emergency Medical Technician/Paramedics License.
2. Article 27: Residency – Employees will reside in Wisconsin. New employees must establish such residency not later than three (3) months after completion of their probationary period.
3. Failure to maintain certification/licensure and residency requirements will result in termination from employment.
4. No Tobacco product use agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**South Shore Fire Department**  
**Condition of Employment Agreement – No Tobacco Products**

As an applicant for employment, I agree that from my date of hire, I will not smoke, chew, or use any tobacco product(s) on or off duty during the entire tenure of my employment. If I choose to smoke, chew, or use any tobacco product(s) at any time during the entire tenure of my employment, I may be subject to dismissal for cause.

As an applicant for the South Shore Fire Department, I have read and understand all of the information provided to me in this document.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: \_\_\_\_\_

Subscribed and sworn to before me this

Day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public, \_\_\_\_\_ County, \_\_\_\_\_

My commission expires \_\_\_\_\_

**SOUTH SHORE FIRE DEPARTMENT  
JOB DESCRIPTION**

**FIREFIGHTER/PARAMEDIC**

**REPORTS TO:** Shift Lieutenant /Officer-In-Charge.

Position is covered under Collective Bargaining Agreement with Local Union #2939, IAFF.

**ESSENTIAL FUNCTIONS:**

1. The Firefighter is responsible for fire suppression, fire inspections, vehicle and station maintenance, hazardous materials response, rescue operations, and emergency medical services.
2. The Firefighter operates and performs maintenance checks on all fire department vehicles and equipment.
3. The Firefighter responds as a member of a medical team to bring basic and some advanced emergency medical care to the citizens of the community.
4. The Firefighter prepares written and electronic reports and maintains records under supervision of the Shift Lieutenant / Officer-In-Charge.
5. The Firefighter participates in daily training exercises and classroom lectures.
6. The Firefighter conducts fire inspections in various occupancies in the Village of Mount Pleasant & the Village of Sturtevant.
7. The Firefighter performs duties as a fire apparatus driver, ambulance driver, and motor pump operator when assigned.
8. The Firefighter performs duties as a certified Firefighter/EMT Basic or Paramedic according to the criteria and standards set forth by the South Shore Fire Department.
9. The Firefighter is responsible for cleanliness of the station, maintenance of the apparatus, tools, equipment and all associated fire department property.
10. The Firefighter conducts demonstrations, tours, and public speeches on fire safety, fire prevention, CPR, fire extinguishers, smoke detectors, first aid, and other subjects to the public.

## **PHYSICAL REQUIRMENTS & DEMANDS FOR THE POSITION:**

1. Standing, walking, and sitting
2. Stooping, kneeling, crouching, and crawling
3. Running, climbing, balancing, bending, and twisting
4. Reaching, feeling, talking, and hearing
5. Lifting, carrying, pushing/pulling: 100 pounds or more
6. Handling, grasping and fingering: fire hose, ladders, performing CPR, utilizing patient lifting devices, etc...

## **PHYSICAL ABILITY:**

1. Stamina – vent a roof, pull charged hose line: strip roofing with pike pole: climb stairs while wearing and/or carrying equipment: carry hose and/or equipment up multiple flights.
2. Extent Flexibility – Roll/pull hose: remove ceiling with hooks and/or pike poles: push ladder to peak: reach out from ladder: chop with an axe: extricate victim(s): overhaul burning buildings: remove building parts.
3. Dynamic Flexibility – Chop with axe: roll and pick up hose: strip roof: do CPR chest compressions.
4. Static Strength – Carry hose: lift and/or carry victim and or patient: move charged hose lines: lift ladder: move generator.
5. Explosive Strength – Force entry with axe and/or battering ram: raise ladder: run up stairs with equipment: breach walls: pull and/or advance hose: chop with axe to vent roof.
6. Dynamic Strength – Climb ladders and/or stairs in full turnout clothing while carrying equipment: climb aerial ladder.
7. Trunk Strength – Pull charged hose: perform CPR: pick up equipment: hold hose on a fire target: lift a patient and/or victim.
8. Speed Limb Movement – Dodge debris: chop with axe: don and use self contained breathing apparatus, operate a manual pump, exit a burning building, operate an aerial ladder, drive and operate pumping apparatus, perform CPR.

9. Gross Body Coordination – Climb and descend a ladder with a victim and/or patient: advance a charged hose while maintaining flow on target: walk across roof ridge: start and use a power saw: start and use a hydraulic extrication device.
10. Gross Body Equilibrium – Walk on an icy roof peak at night: carry a patient and/or victim down stairs: swing an axe from a ladder.
11. Arm and Hand Steadiness – Take blood pressure and pulse: operate power tools: perform CPR: apply traction to limb and neck of a victim: connect hose couplings.
12. Manual Dexterity – Couple hose: perform adult CPR: bandage patients: perform injections: use tools and extrication equipment: use bag ventilator: tie knots: use SCBA.
13. Finger Dexterity – Maintain and open airways: bandage patients: remove object from patient airway with Magill forceps: tie knots: perform infant CPR.
14. Near Vision – Patient assessment: read manuals and instructional materials: read pump control gauges: read ladder control gauges.
15. Far Vision – Drive emergency fire and medical apparatus, visualization of fire conditions: see power lines for safe ladder placement: read addresses: read haz mat placards.
16. Visual Color Discrimination – Determine fire status and/or hazards by smoke color: identify highway signs: assess patients: identify haz mat placards.
17. Hearing – Hear a call for help in a burning building: hear fire crackle in dense smoke: listen for blood pressures.
18. Mobility – Advance hose line: climb a ladder: search/rescue in a building: move on a roof: slide down a ladder: embark and disembark equipment.
19. Effort – Chop to vent a roof: overhaul burned buildings: advance charged hose lines up stairs: climb stairs and/or ladder: use an axe.

The descriptions noted above are intended as illustrations of the various types of duties to be performed in this class. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

### **ENVIRONMENTAL/WORKING CONDITIONS OF POSITION:**

1. Outside workplace environment that is confined.
2. Exposure to extreme cold and heat.
3. Contact with water and liquids.
4. Exposure to loud noise with a minimum of 90 decibels and vibrations from tools, equipment, apparatus, machinery, etc...
5. Exposure to hazardous conditions such as: mechanical, electrical, chemical, explosives, heights, physical injury, and fast moving vehicles.
6. Exposure to atmospheric conditions such as: fumes, gases, noxious odors, dust, and poor ventilation.
7. Exposure to blood borne pathogens, i.e. blood and body fluids on self and clothing from EMS related calls.

### **EQUIPMENT USED:**

1. Computers, telephones, medical equipment, and transmitting radio.
2. Measuring devices.
3. Power tools, hand tools, chainsaws, shovels, brooms, ladders, air tools, exhaust fans, and generators.
4. Car, truck, van and ambulance.
5. Patient restraints, first-aid equipment, oxygen administration equipment, blood pressure equipment, defibrillators, test equipment, general medical equipment and patient lifting devices.
6. Breathing apparatus, safety boots, hearing and eye protection, fire fighting turnout clothing, and hazardous materials protective clothing.

### **EDUCATION/LICENSE/CERTIFICATION REQUIREMENTS**

1. Maintain Wisconsin Emergency Medical Paramedic (EMT-P) Certificate
2. Valid Wisconsin Driver's License prior to being hired.
3. Wisconsin Firefighter I and II Certifications (NFPA – 1001).

4. Wisconsin Driver Operator Certification: Within one year of Appointment Driver/Operator – Pumper (secs. 2-2 through 3-2 of NFPA 1002)

### **KNOWLEDGE AND SKILLS REQUIRED FOR POSITION**

1. Effective communication (oral, written and electronic) with supervisors, peers, and public.
2. Understand and follow work rules and Standard Operating Guidelines.
3. Read, write, add, subtract, multiply and divide.
4. Knowledge of national, state and local laws and fire safety codes.
5. Prepare written, oral and electronic reports.
6. Skills in report writing, computer usage, driving, and two-way radio operation.
7. Knowledge of fire protection systems, water supply, building construction, natural and man made disasters, fire control and extinguishment and combustible and flammable materials.
8. Skilled in fire fighting, Emergency medical procedures, fire inspections, public relations and rescue operations.

### **MEDICAL:**

All applicants will be required to pass a Psychological Examination, Pre-Employment Physical, with Drug and Alcohol Screening, prior to appointment. Employees have already signed a *no-smoking agreement* as part of their application.

### **RESIDENCY:**

Employees shall be required to reside in the State of Wisconsin.

### **BACKGROUND:**

All appointees will be fingerprinted and a record check made by local, state, or federal authorities. A conviction is not an automatic barrier to employment.

**Revised: 2/22/2012**