



AMHERST FIRE DEPARTMENT

VOLUNTEER APPLICATION INSTRUCTIONS AND PROCEDURE

So, you want to be a firefighter? The rewards of being a firefighter are exciting and extensive on many levels; however, the job is both physically and mentally challenging and can have the firefighter working in various environments, usually of a hazardous nature.

It is important that you have a strong understanding of the role and job requirements of the firefighter in today's society. This will enable you to make an informed decision when submitting your application.

In order to be a volunteer member of the Amherst Fire Department, you must be a resident within the primary response area of the Amherst Fire Department.

On the following pages, you will find the documents listed below:

- Firefighter Job Description
- Application for Membership

Before completing the application for membership, please be sure to have read and understood the Firefighter Job Description in its entirety. Although much effort has been taken to ensure the list is accurate and that it reflects the most common duties, both emergency and non-emergency, it is certainly not an all-inclusive list. The role of the modern firefighter is constantly evolving; especially duties assigned at the scene of the various calls firefighters will get dispatched to.

Once you have read the job description, your 2nd step will be to have a Criminal Background Check completed. This can be done at the Amherst Police Station.

Once you have the Background Check documentation, please attach them to the completed Application Form and pass it in to the fire hall. Any questions can be directed to the contact information below.

Once your application has been received, it will be reviewed by the fire chief and an in-person interview will be scheduled with you at a later date.

If your application is successful, you will be accepted as a Probationary member for a minimum of 1 year. You will have one month to have a Medical assessment completed and documentation provided by a qualified physician. It is your responsibility to provide a copy of the Firefighter Job Description to the physician conducting your medical assessment. The cost of having the Medical Assessment completed and any related tests performed is the responsibility of the applicant.



AMHERST FIRE DEPARTMENT

Application form for volunteer members

Fire Chief: Greg Jones

Applicant Information

Full Name: _____ Date: _____
Last First .Initial.

Birth date (D/M/YY): _____ Sex: **M F** Social Ins. #: _____

Address: _____
Street Address Apartment/Unit #

City Province Postal Code

Phone: _____ Email _____

Have you ever been convicted? YES NO
☐ ☐

If yes, explain: _____

Do you have previous experience as a fire fighter? YES NO
☐ ☐

If yes, list the Department & certifications _____

Do you have any fears / phobias? YES NO
☐ ☐ If yes, explain? _____

Do you have a valid driver's license? YES NO
☐ ☐

If yes, provide the class, Master #: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
☐ ☐ Diploma: _____

University: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
☐ ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
☐ ☐ Degree: _____

References

Please list two (2) references (Non-related).

Full Name: _____ Phone: _____

Address: _____ City: _____

Postal Code: _____

Full Name: _____ Phone: _____

Address: _____ City: _____

Postal Code: _____

Employment History

Present Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Previous Employer (S): _____

PLEASE NOTE

1. Applicant's, if accepted, are required to provide a medical report at own expense, within 30 days or be accepted.
2. A criminal Background check must accompany this application.
3. It is suggested that a resume be provided with this application form.
4. Must be a resident within the primary response area of the Amherst Fire Department.

Disclaimer and Signature

I authorize investigation of all statements in this application. I understand that misrepresentation or omission of facts called for is grounds for denial to or dismissal from the department. Further, I understand and agree that my acceptance is dependent upon the satisfaction of all outlined requirements for membership, including, but not limited to, having read and understood the attached Firefighter Job Description and ensuring that the medical assessment will be completed within 30 days and delivered to the Fire Chief.

Signature: _____ Date: _____

AMHERST FIRE DEPARTMENT

VOLUNTEER FIREFIGHTER JOB DESCRIPTION

The rewards of being a Firefighter are extensive. The work is exciting and challenging. Below you will find a summary of key components of the job.

POSITION SUMMARY

The Firefighter is responsible for firefighting, rescue, and emergency medical and other related services. The Firefighter is responsible for rapidly, efficiently and safely performing various duties under emergency conditions frequently involving considerable hazard. The work includes routine duties in the maintenance of firefighting vehicles, equipment and fire department facilities. The Firefighter may be responsible for fire ground and emergency operations until command is assumed by an officer.

DUTIES AND RESPONSIBILITIES

- Responds to emergency calls, lays and connects hose, holds nozzles and directs water streams, raises and climbs ladders, uses extinguishers and other equipment
- Wears self-contained breathing apparatus and full protective clothing while working in noxious and/or smoke filled environments
- Ventilates buildings or areas to release heat, smoke, or fumes
- Places salvage covers so as to protect property and prevent water damage
- Performs overhaul operations in order to ensure fire is completely extinguished
- Provides search and rescue in various forms
- Conducts fire suppression activities for structure fires, vehicle fires, forest/brush fires and other fires as required
- Drives and operates firefighting and emergency equipment as assigned
- Provides first responder actions to emergency medical and hazardous materials calls
- Drives, checks safety of immediate area, brings required medical equipment
- Assesses situation/victim by taking medical history, visual and vital signs
- Conducts appropriate intervention, including CPR and other first-aid as required
- Assists paramedics, conveys information, lifts and carries heavy patients, etc...
- Manages crowd/bystanders/victim's relatives, etc...

- Performs a variety of rescue-related duties to protect the public and lessen severity of injuries related to motor vehicle accidents, confined space entrapment, water hazards, industrial accidents, incidents involving hazardous materials, etc...
- Perform rescue/extrication operations where necessary to prevent loss of life or further injury from any cause
- Provide traffic control at the scene of motor vehicle accidents
- Responds to non-emergency calls as required
- Maintains vital incident report information for investigative and record keeping purposes
- Provide service assistance to, but not restricted to, the following: police, paramedics and public
- Attends on duty training sessions and off site training courses as necessary
- Maintains equipment in good repair in accordance with organizational policies and procedures
- Responsible for workplace safety as outlined in the NS Occupational Health & Safety Act and organizational policies, procedures and guidelines
- Responsible for upgrading and maintaining skills/knowledge and physical requirements to current standards
- Performs related duties as required

QUALIFICATIONS

- Ability to understand and communicate clearly in English (oral and written)
- Grade 12 education certificate or equivalent
- A valid Nova Scotia driver's license (Class 5)
- A respected member of the community, including no conviction for a criminal offence for which a pardon has not been granted
- Ability to pass a medical examination
- Behavioral Competencies
 - Communication
 - Customer Service
 - Flexibility
 - Teamwork and Cooperation
 - Valuing Diversity

WORKING CONDITIONS

- Work environment requires the ability to react quickly and remain calm under stressful situations
- Must possess agility and stamina to perform all functions of this position under adverse conditions