



MARYLAND HEIGHTS FIRE PROTECTION DISTRICT

2600 SCHUETZ ROAD • MARYLAND HEIGHTS, MISSOURI 63043
PHONE: (314) 298-4400 • FAX: (314) 298-8282

Dear Applicant:

Thank you for your interest in becoming a Firefighter/Paramedic for the Maryland Heights Fire Protection District. Enclosed, you will find an application packet consisting of the following:

- An Application for Employment
- A list of minimum qualifications/requirements needed to apply
- A list of mandatory documents that must accompany the application (check list provided)
- A list of conditions that must be agreed to for continued employment
- A release form for the District that must be signed
- An authorization to conduct a police records check that must be signed

Please pay close attention to all documentation that must accompany the application as **no application will be accepted that is deemed incomplete.**

Additionally, you will find a brief summary of information pertaining to the Maryland Heights Fire Protection District and a list of applicable member benefits provided for your review.

Deadline for submission of your completed application is 1500 hours, August 28, 2020. Completed packets must be returned to the Temporary District Headquarters Building, 11911 Adie Road, no later than 3:00 pm on August 28, 2020.

Sincerely Yours,

Steve Olshwanger
Chief of the District

MARYLAND HEIGHTS FIRE PROTECTION DISTRICT - 2020
QUALIFICATIONS AND REQUIREMENTS FOR EMPLOYMENT
AT TIME OF APPLICATION

- High School Graduate, GED, or other State Education Requirement Certification
- Valid Drivers' License
- Current Missouri State Emergency Medical Technician-Paramedic License
- St. Louis County Fire Standards Commission Certification as "Firefighter I & II" or "Professional Firefighter" (depends on year of graduation)
- Missouri Division of Fire Safety – Firefighter II Certification
- NIMS Compliant – IMS 100, 200, 700, 800
- Current CPR Certification
- Current Advanced Cardiac Life Support (ACLS) Certification
- Current PHTLS or ITLS Certification
- Current PALS Certification
- Current CPAT Card (must be current through September 14, 2020)
- Non – Smoking / No Tobacco Use Status on premises

MARYLAND HEIGHTS FIRE PROTECTION DISTRICT CONDITIONS OF EMPLOYMENT

As a condition of **continued** employment with the Maryland Heights Fire Protection District, an employee **shall maintain** the following:

- Valid Missouri EMT-P License
- Current ACLS, PHTLS or ITLS, PALS and CPR Certifications
- Valid Vehicle Operators License
- Adequate physical/medical condition to perform all aspects of their employment classification as determined by annual medical and/or physical evaluations
- Non-Smoking / No Tobacco Use Status on premises or while on duty
- Perform in accordance with the rules, standard operating guidelines, policies, medical control protocols and collective bargaining agreement.

THE MARYLAND HEIGHTS FIRE PROTECTION DISTRICT

The Maryland Heights Fire Protection District is a political subdivision of the State of Missouri, and is governed by a three member, public elected Board of Directors. The District encompasses approximately eighteen (18) square miles of northwest St. Louis County along the I-270 corridor. The District is bound roughly by Lackland Avenue to the south, Lindbergh Blvd. to the east, Creve Coeur Lake to the west and Creve Coeur Mill/Old St. Charles Roads to the north. The service area includes the municipalities of Maryland Heights and Bridgeton in addition to a small area of unincorporated St. Louis County.

Approximately thirty five percent (35%) of the District's service area consists of single and multiple family residences amounting to an approximate population of 25,000. The remaining sixty five percent (65%) of the District's service area consists of hotels, light and heavy industrial facilities, mercantile businesses and various other commercial enterprises. A few of the various nationally recognized companies located within the District include Edward Jones Corporate Headquarters, Curium Imaging Solutions, Univar Chemical and Distribution, Pennzoil Petroleum, Refresco/Vess Beverages, Ranken Jordan Hospital, Quest Diagnostics and World Wide Technologies.

Incorporated in 1949, the Maryland Heights Fire Protection District takes pride in providing over 70 years of the highest level of service to the community we protect. Currently the District provides this service from two locations: House #1, located at 2600 Schuetz Road (Headquarters Building) and House #2 located at 12828 Dorsett Road. Current apparatus includes three LSV's, two pumpers, one aerial, one support unit, one boat, one ATV and two urban search and rescue units. The District is an active member in the St. Louis County Hazardous Materials Response Team and the St. Louis Regional Urban Search and Rescue System. Dispatched by Central County Emergency 911 Dispatch Agency, the District responds to approximately 3,900 emergency calls annually.

OUR MISSION

The Maryland Heights Fire Protection District protects life and property with the highest level of prevention, preparedness, and response to those in need.

OUR VISION

Our vision of excellence is achieved through continued dedication to community service, professionalism, and devotion to duty.

OUR VALUES

Honor
Dedication
Respect
Service

MARYLAND HEIGHTS FIRE PROTECTION DISTRICT

LIST OF CURRENT BENEFITS – 2020

- Insurance - Medical, Dental, Vision, Disability, Life, EAP
- Vacation
- Clothing Allowance
- Longevity Pay
- Educational Benefits
- Physical Fitness Program and Incentive
- Pension
- Optional 457 Plan

Maryland Heights Fire Protection District

2600 Schuetz Road · Maryland Heights, MO 63043
Phone (314) 298-4400 · Fax (314) 298-8282

APPLICATION FOR EMPLOYMENT

Maryland Heights Fire Protection District is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, marital or veteran status, sexual orientation, religion, creed, ancestry or national origin or disability.

Date _____

Social Security No. _____

Name _____
Last _____ First _____ Middle _____ Maiden _____

Present Address _____
Number _____ Street _____ City _____ State _____ Zip _____ Length at this address _____

Previous Address _____
Number _____ Street _____ City _____ State _____ Zip _____ Length at this address _____

List any other state you have lived in since the age of 18 _____

Daytime telephone () _____ Alternate number () _____

Have you ever been employed by MHFPD? (circle one) Yes No

If yes, please provide dates of employment and positions _____

If under 18, please list age _____ Are you a citizen of the United States? _____

Can you provide proof of identification and proof of eligibility to work in this country? _____
(Green Card, social security card, passport, etc.)

Position applied for (be specific) _____

Have you enrolled in E-Verify (circle one) Yes No

Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation? (circle one) Yes No

If your answer to the preceding question was No, please list the accommodations requested:

Have you ever been convicted of a crime, excluding convictions that have been sealed, expunged or legally eradicated or misdemeanors for which probation was completed and the case was dismissed by court? _____
(Note: Yes does not automatically disqualify your application.)

If yes, list all convictions, nature of offense(s) leading to conviction(s), including date(s) committed, sentence(s) imposed, and type(s) of rehabilitation. Attach additional sheets as necessary.

Are you currently out on bail or released on your own recognizance pending trial? _____
If yes, attach additional sheets as necessary.

Do you have a driver's license? _____ Driver's License Number _____

_____ Operator _____ Commercial (CDL) _____ Chauffer Expiration Date _____

Auto Insurance Agent & Company _____

Auto Policy No. _____

Have you had any accidents during the past three years? _____ How many? _____

Have you had any moving violations during the past three years? _____ How many? _____

Educational History

School Type	School Name	School Address	Years Attended	Degree Earned
High School				
College				
Bus Or Trade School				
Professional School				
Fire Academy				

Courses taken that may be beneficial to the Maryland Heights Fire Protection District:

M-HFPD does not discriminate in hiring, placement, treatment or prerequisite requirements for any employment or services of an individual based on the elementary or secondary education program that the individual has completed, provided that such elementary or secondary education programs is permitted under Missouri Law.

Work Experience

Please provide complete and accurate information on your work history beginning with your most recent employment, including military service assignments. Be as complete as possible.

Date of Employment _____ through _____ Employer _____
Month Year Month Year

Address

Supervisor's Name _____ Phone No. _____

Position/Title Held _____ **Ending Salary _____**

Duties/Responsibilities

Reason for leaving

May we contact employer? If no, provide explanation

Date of Employment _____ through _____ Employer _____
Month _____ year _____ Month _____ year _____

Address _____

Supervisor's _____ Phone No. _____

Position/Title Held _____ Ending Salary _____

Duties/Responsibilities

Reason for leaving

May we contact employer? If no, provide explanation.

Military History

Have you ever been in the armed forces? _____

Are you now a member of the National Guard? _____

Specialty _____ Date Entered _____ Discharge Date _____

Type of duties performed _____

Service school and special training _____

References

List the following information for at least three references other than relatives or previous employers.

1. Name _____ Phone Number _____

Address _____

2. Name _____ Phone Number _____

Address _____

3. Name _____ Phone Number _____

Address _____

State whether any current member of the board of directors of the Maryland Heights Fire Protection District is related to you by blood or marriage, to the fourth degree of consanguinity or affinity, as the case may be. (A relative to the fourth degree of consanguinity would include your children, grandchildren, great-grandchildren, parents, grandparents, great-grandparents, brothers and sisters, nieces and nephews, aunts and uncles, first cousins, great-aunts, great-uncles, grandniephews and grandnieces. A relative to the fourth degree of affinity would include your spouse, his/her parents, grandparents, great-grandparents, children, grandchildren, great grandchildren, aunts and uncles, brothers and sisters, nieces and nephews, first cousins, great-aunts, great-uncles, grandniephews and grandnieces.) If this applies, please also list your relationship:

List any academic honors, scholarships, memberships in professional organizations or extracurricular activities that relate to the position. Do not list any organizations or activities which would indicate race, religion, gender or national origin.

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Acknowledgements

The above information is true and correct. I understand that the hiring process will be terminated or in the event of my employment by the Maryland Heights Fire Protection District, I shall be subject to dismissal if any information that I have given in this application the background release form, in any resume or interview or any part of the hiring process is false or misleading or if I have failed to give any information herein requested, or if I have withheld relevant information, regardless of the time elapsed after discovery.

I authorize the Maryland Heights Fire Protection District to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the Maryland Heights Fire Protection District and will hold the Maryland Heights Fire Protection District and my former employer harmless from any claim make on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorized the Maryland Heights Fire Protection District to obtain any credit and consumer check. I understand that the Maryland Heights Fire Protection District will provide a separate Disclosure and Release required by law that will permit the Maryland Heights Fire Protection District to make such inquiries through the services of a third party.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with the Maryland Heights Fire Protection District is intended to create an employment contract between myself and the Maryland Heights Fire Protection District under which my employment could be terminated only for cause, except as permitted in the Collective Bargaining Agreement. On the contrary I understand and agree that if hired, my employment will be "at will" and may be terminated by the Maryland Heights Fire Protection District or me at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents that verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

Due to manufacturer's recommendations and requirements of the Missouri Fire and Rescue Training Institute, Firefighters of the Maryland Heights Fire Protection District shall not grow a beard, sideburns or lengthy hairstyles that may interfere with proper face piece seal of Self-Contained Breathing Apparatus.

I understand any offer of employment made to me by the District is contingent on my successful completion of a drug test; background checks; and a medical and physical agility examination intended to ensure that I am able to perform the essential physical functions of the position for which I am applying, with or without reasonable accommodation. By signing this agreement, I consent to undergo pre-employment drug screening, and appropriate medical and physical agility examinations.

I hereby acknowledge that I have read and agree to the above statements.

Signature _____ Date _____

Required Attachment:

Certificate of Applicant Authorization for Release of Information

MARYLAND HEIGHTS FIRE PROTECTION DISTRICT

RELEASE

The undersigned hereby represents that he/she is physically capable of performing the physical performance and agility exercise (CPAT) required as part of the Maryland Heights Fire Protection District employment selection process for the position of Firefighter-Paramedic.

In consideration for the opportunity to be considered for employment, as a Maryland Heights Fire Protection District Firefighter-Paramedic, the undersigned hereby releases the Maryland Heights Fire Protection District, its agents and employees from any and all claims, suits, demands, and causes for action for or on account of personal injuries, losses, property damage, cost or expenses of every kind and description in any way arising out of or resulting from participation in the physical performance and agility exercises administered as part of the Maryland Heights Fire Protection District Firefighter-Paramedic employment selection process.

I have read the foregoing release and fully understand it.

Applicants Signature

Date

MARYLAND HEIGHTS FIRE PROTECTION DISTRICT - 2020
AUTHORIZATION TO CONDUCT A POLICE RECORDS CHECK

Applicant Name: _____

Applicant Address: _____

I, the undersigned applicant for employment by the Maryland Heights Fire Protection District, hereby authorize the Maryland Heights Fire Protection District to conduct an investigation of records, of any and all police departments and other law enforcement agencies, to determine whether any records relating to me exist within such departments or agencies and, if so, to determine the nature of any such records. I further authorize the Maryland Heights Fire Protection District to request and obtain copies of any and all records, which any police department or other law enforcement agency may have relating to me. I further authorize any police department or other law enforcement agency to release any such records to the Maryland Heights Fire Protection District or its representatives upon request.

I hereby release all persons and entities from any and all liability, of any and every kind, in acting upon this authorization.

Applicant Signature

Date

**MARYLAND HEIGHTS FIRE PROTECTION DISTRICT
MANDATORY DOCUMENTATION CHECKLIST 2020**

All items must be checked for the application to be considered complete.
Attach copies of certificates/documentation for each item. Incomplete
applications will NOT be accepted.

- High School Diploma, GED, or other State Education Requirement
- Certification
- College Transcripts (If Applicable)
- Current Drivers License
- Current Emergency Medical Technician – Paramedic (EMT-P) License
- St. Louis County Fire Standards Commission, “Firefighter I & II” or
“Professional Firefighter Certificate”
- Missouri Division of Fire Safety – “Firefighter II” Certificate
- Current CPAT card (must have been completed with a passing score
within the previous year (dated between 8/31/2019 to 8/31/2020)
- NIMS 100, 200, 700, 800 Certificates
- Current CPR Card
- Current Advanced Cardiac Life Support (ACLS) Certificate/Card
- Current Pre-Hospital Trauma Life Support (PHTLS) Certificate/Card
- OR ITLS Certificate/Card
- Current Pediatric Advanced Life Support (PALS) Certificate/Card
- Drivers License check showing any/all past convictions and current
point accumulation total (**Must be Original Copy**)

**MARYLAND HEIGHTS FIRE PROTECTION DISTRICT
MANDATORY DOCUMENTATION CHECKLIST (Con't)**

- St. Louis County Police Records Check showing any/all convictions or court actions pertaining to you (**Must be Original Copy**)
- Municipal Police Records Check from the area or municipality you reside (If Applicable – Must be Original Copy)
- Military History Records Check showing dates of service, character of service and any disciplinary actions (If Applicable)
- Birth Certificate
- Completed enclosed application form
- Current Resume
- Completed and signed enclosed District Forms
- This form with all boxes checked indicating all documentation is completed and copies of certificates or documentation is attached)