

**BUECHEL FIRE PROTECTION DISTRICT  
4101 BARDSTOWN ROAD  
JEFFERSON COUNTY, KENTUCKY 40218  
(502) 491-0085**

**RECEIPT FORM FOR VOLUNTEER FIREFIGHTER APPLICANT**

TO: VOLUNTEER FIREFIGHTER APPLICANTS

You have received the following materials:

1. VOLUNTEER FIREFIGHTER POSITION DESCRIPTION with
  - (a) Essential Functions of a volunteer firefighter;
  - (b) Minimum qualification Requirements;
  - (c) Minimum Qualification Standards.
2. APPLICATION INSTRUCTIONS AND QUALIFICATION PROCESS FOR VOLUNTEER FIREFIGHTERS.
3. APPLICATION FOR VOLUNTEER FIREFIGHTER POSITION.
4. AUTHORIZATION FOR RELEASE OF RECORDS.

Please carefully read all of the informational material provided before completing the application.

Your signature at the bottom of this form indicates that you have received and read each of the materials named above concerning the application and membership process for volunteer firefighters in the Buechel Fire District.

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

## VOLUNTEER FIREFIGHTER POSITION DESCRIPTION

### **BUECHEL FIRE PROTECTION DISTRICT**

**POSITION TITLE:** Volunteer Firefighter

**ESSENTIAL FUNCTIONS:** The most important and indispensable duties required of a volunteer firefighter with the Buechel Fire District, relate to FIRE SUPPRESSION AND RESCUE PROCEDURES, including the following functions:

1. **SAFETY:** A firefighter must:
  - (a) know the dangerous building conditions created by fire;
  - (b) be able to act in a fire situation or hostile environment; and,
  - (c) be able to use safety procedures in an emergency operations in relation to (1) Protective equipment; (2) Team work; (3) Portable tools and equipment; (4) Riding an apparatus; (5) Hazardous materials incidents;
  - (d) not pose a direct threat or significant risk to the health or safety of other firefighters or the public.
2. **EMERGENCY MEDICAL CARE AND RESCUE:** A firefighter must be able to examine a victim to identify symptoms of life-threatening injuries and be able to search for victims in smoke-filled buildings or other hostile environments, and remove injured persons from the immediate hazard.
3. **FIRE EQUIPMENT:** A firefighter must be able to use fire equipment such as nozzles and hose appliances carried on a pumper, advance dry hose lines, connect a fire hose to a hydrant, couple and uncouple fire hose, work from a ladder with a charged attach line, carry hose into a building, and replace a burst section of hose line, in an emergency situation.
4. **SELF-CONTAINED BREATHING APPARATUS:** A firefighter must know the various hazardous respiratory environments encountered in fire fighting and be able to use self-contained breathing apparatus in an emergency situation.
5. **FORCIBLE ENTRY AND VENTILATION:** A firefighter must be able to use manual forcible entry tools, know the advantages and effects of ventilation, and be able to ventilate a fire.
6. **LADDERS:** A firefighter must be able to carry, raise, and climb ground and aerial ladders while carrying fire fighting tools or equipment while ascending and descending, and while bringing an injured person down the ladders.

**REASONABLE ACCOMMODATIONS:** The Buechel Fire District will make reasonable accommodations for any individual with disabilities unless the accommodations would present a direct threat or significant risk to the health or safety of other firefighters or the public, or impose an undue hardship on the operation of the Buechel Fire District.

**MINIMUM QUALIFICATION REQUIREMENTS:** A volunteer firefighter with the Buechel Fire District must have the following Minimum Qualifications:

1. A firefighter must have a high school diploma, a state recognized equivalent, or be enrolled in high school working towards diploma.
2. A firefighter must be at least eighteen (18) years of age.
3. A firefighter must have completed an APPLICATION FOR VOLUNTEER FIREFIGHTER for the Buechel Fire Protection District.
4. The Buechel Fire Protection District must complete an investigation of the applicant's personal and work history to determine if any matters exist which would affect the firefighter in the performance of his/her duties and responsibilities as a firefighter.
5. All applicants must have and pass a physical examination. The Buechel Fire Protection District will pay for this exam. **NOTE: THIS WILL BE SCHEDULED AFTER INITIAL INTERVIEW.**

**MINIMUM STANDARDS TO MAINTAIN POSITION:** A volunteer firefighter with the Buechel Fire Protection District must maintain the following Minimum Standards:

1. Complete the Recruit Period of the Buechel Fire Protection District.
2. Attend a minimum of eight (8) training sessions and respond to a minimum of twenty-five percent (25%) of the alarms of the Buechel Fire District per quarter.
3. Comply with the rules, regulations and standard operating procedures of the Buechel Fire District.

# APPLICATION INSTRUCTIONS AND QUALIFICATION PROCESS FOR VOLUNTEER FIREFIGHTERS

## BUECHEL FIRE PROTECTION DISTRICT JEFFERSON COUNTY, KENTUCKY 40218

Your interest in becoming a volunteer firefighter is appreciated. The application and qualification process includes several steps designed to fully examine your abilities and interest in firefighting. The information, which follows, is provided so that you may know exactly what is expected on the application and in the qualification process.

### 1. APPLICATION INSTRUCTIONS

- A. Applicants must submit copies of the following along with a complete application form:
  - (a) Copy of high school diploma or GED certificate.
  - (b) Copy of birth certificate or confirmable verification from governmental agencies or secondary school.
  - (c) Copy of military discharge form DD214 (DD214 must indicate "Type of Separation" and Character of Service").
  - (d) Copy of valid driver's license.

All copies must be submitted to the Buechel Fire District (Do not submit originals).

- B. Applications must be submitted to the Buechel Fire Protection District at 4101 Bardstown Road, Louisville, Kentucky 40218-3229.
- C. **Other Names and Places of Birth** (Items 6 and 11). This information is requested for completion of the records check and neighborhood investigation.
- D. **Conviction Record** (Item 20). A non-felony conviction and/or an arrest does not necessarily mean you cannot be considered. The nature of the conviction and/or arrest and how long ago it occurred is important. Give all the facts so that a decision can be made. NOTE: You cannot be considered if there is a history of a felony conviction.
- E. **Background** All applications will be subject to a reference check involving verification of your past experiences and solicitation of an evaluation of previous experience and performance. Responses relating to records of arrest/traffic citations will also be verified. Applicants may be subject to a neighborhood investigation and credit check.

- F. The applicant is responsible** for notifying the Buechel Fire District of any change of information pertinent to the application form, such as address or telephone changes.

Once you have submitted your application, it will be double-checked to make sure it is complete.

2. **BACKGROUND INVESTIGATION:**

The background investigation may include verification of information on your application, obtaining and reviewing references from previous employers, interviews with some of your neighbors, a credit check, and investigation of your driving, military and police records.

3. **OFFER OF POSITION:**

After the completion of a background investigation, the Buechel Fire District may make an offer of volunteer firefighter position based upon completion of the one (1) year recruit period.

The foregoing information is not exhaustive, but should give you a good idea of what is involved in becoming a volunteer firefighter with the Buechel Fire District. The information is not intended to discourage you, rather to inform you. It requires a very serious commitment to a firefighter and the Buechel community.

**ADDRESS/CONTACT INFORMATION:**

If your name, address or phone number changes, or if for any reason you no longer wish to be considered, we ask that you notify us in writing at the above address immediately. We are on an extremely tight schedule and do not want you to miss hearing from us on any matter due to incorrectly addressed mail, wrong phone number, etc.



12. Education and Training: Give complete information.

Circle Highest Grade Completed	Grade School 1 2 3 4 5 6 7 8	High School 9 10 11 12	College 1 2 3 4	Graduate School 1 2 3 4
-----------------------------------	---------------------------------	---------------------------	--------------------	----------------------------

Schools	Names & Addresses Of Schools	Attended From To	Hrs. Earned	Date of Grad.	Major Min. Degree
---------	---------------------------------	---------------------	----------------	------------------	----------------------

Grade  
School

High School  
Or G.E.D.

College or  
University

Vocational  
Or Business

Graduate Work  
Seminars

13. List any license and certificates you posses:

Name of Trade or Profession	License No.	Name & Address of Licensing Agency
-----------------------------	-------------	---------------------------------------

14. List any fire fighting equipment, machinery, office equipment, including computers, you are able to operate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. Have you ever served in the military? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, complete the following:

Dates	Branch	Rank at time of Discharge
-------	--------	------------------------------

From:

To:

Were you discharged in connection with a military court martial:

Yes \_\_\_\_\_

No \_\_\_\_\_

16. Employment Experience: Begin with your most recent job and describe in detail each specific job you have had in the last fifteen (15) years. Periods of unemployment should also be noted. Leave no gaps in time sequence. Be sure to list all applicable experience, which qualified you for the position sought. Attach additional forms if needed to complete employment history. You may exclude organizations, which indicate color, religion, gender, national origin, handicap, or other protected status.

Employer _____	Describe your duties _____
Address _____	_____
_____	_____
Kind of Business _____	_____
Your Position _____	_____
From (M/D/Y) _____ To _____	_____
Supervisor's Name & Position _____	_____
_____	_____
Reason for Leaving _____	_____
_____	_____

---

Employer _____	Describe your duties _____
Address _____	_____
_____	_____
Kind of Business _____	_____
Your Position _____	_____
From (M/D/Y) _____ To _____	_____
Supervisor's Name & Position _____	_____
_____	_____
Reason for Leaving _____	_____
_____	_____

---

Employer _____	Describe your duties _____
Address _____	_____
_____	_____
Kind of Business _____	_____
Your Position _____	_____
From (M/D/Y) _____ To _____	_____
Supervisor's Name & Position _____	_____
_____	_____
Reason for Leaving _____	_____
_____	_____

---

17. List all traffic and criminal citations and arrests:

Charge	Location (City/State)	Date	Disposition of Charge
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

18 List the name, address and telephone number of three (3) persons who are not related to you and are not previous employers, who have known you for at least two (2) years.

---

---

---

19 How did you learn about this job?

<input type="checkbox"/> Personal Contact	<input type="checkbox"/> Newspaper Ad
<input type="checkbox"/> Posting	<input type="checkbox"/> Radio/T.V.
<input type="checkbox"/> Outreach Center	<input type="checkbox"/> Other
<input type="checkbox"/> Buechel Firefighter,	
If Yes, Name the Firefighter _____	

20. I certify that the information given in this application is correct and complete to the best of my knowledge. I am aware that should any investigation at any time show falsification I may be excluded from consideration of membership, or if accepted I may be terminated and/or disqualified from further consideration for employment.

---

Signature

---

Date

**BUECHEL FIRE PROTECTION DISTRICT  
JEFFERSON COUNTY, KENTUCKY**

**(502) 491-0085**

**AUTHORIZATION FOR RELEASE OF RECORDS**

I, \_\_\_\_\_, hereby authorize the Buechel Fire Protection District to request any law enforcement agency, former employer, or credit bureau to release all information (including but not limited to traffic, arrest/conviction, and credit records) to the Buechel Fire Protection District or its representative that may be sought in connection with my application for the position of volunteer firefighter with the Buechel Fire Protection District.

Social Security No. \_\_\_\_\_

Date of Birth \_\_\_\_\_

Additional descriptive information may be provided to identify me if necessary or requested.

A photocopy of this release shall be considered as effective and binding as the original had executed copy.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date