

Plainsboro Fire District – Firefighter Application

Instructions: Submit a cover letter, a resume highlighting career and/or volunteer fire service history, and proof of the certifications and qualifications required herein. Complete the attached Application Form and List of References. **ALL DOCUMENTS SHOULD BE PROVIDED ON 8.5"x11" REGULAR STOCK OFFICE PAPER.**

Applications must be hand-delivered to Lt. Matthew Collins by **Wednesday, September 28 at 4:00 PM** at Plainsboro Fire District #1, 407 Plainsboro Road, Plainsboro, NJ 08536 in order to be considered. Applications will only be accepted Monday through Friday between the hours of 8 AM and 4 PM (except 9/15). Incomplete applications will not be considered.

Age Requirement: Current law prescribes that candidates must not be past their 35th birthday for entry into the state Police & Fire Retirement System. Certain exceptions apply, please seek clarification from NJ Department of Pension & Benefits if you believe you qualify for an exception.

The District reserves the right to modify or discontinue the hiring process to suit its needs.

Training and Experience

1. SOG-Required Minimum Qualifications

40 points

Applicant is required to obtain the noted training certifications by the application filing date, in accordance with Plainsboro Fire District's SOG 49-008.

- NJ Division of Fire Safety Firefighter 1
- NJ Division of Fire Safety Incident Management Level 1
- FAST/RIT Awareness and Operations (or equivalent deemed acceptable by the Fire Chief)
- NJ Division of Fire Safety Hazardous Materials Awareness and Operations
- Valid NJ Driver License with no serious violations (as determined by the District's policies)
- Valid Mask Fit Test
- Pump Operations

2. ICS/IMS Training

10 points maximum

NJ Division of Fire Safety Incident Management training is required. Level 2 or 3 Certification is preferred.

- NJ Division of Fire Safety Incident Management Level 1 = **0 points (minimum qualification)**
- NJ Division of Fire Safety Incident Management Level 2 = **5 points**
- NJ Division of Fire Safety Incident Management Level 3 = **10 points**

3. Volunteer/Per-Diem Experience

10 points maximum

The applicant may have prior affiliation with the Plainsboro Fire District either as an Active Member with the Plainsboro Fire Company or a per-diem firefighter with the Fire District. Points are awarded as listed below.

- No prior affiliation = **0 points**
- Up to five years served/volunteered = **5 points**
- More than five years served/volunteered = **10 points**

Note: Applicants that are not presently affiliated as a Plainsboro Fire Company Active Member or Plainsboro Fire District per-diem firefighter MUST provide a letter of recommendation from a Chief Officer of a department with which they are presently affiliated. This may be submitted directly via email to matthew.collins@plainsborofire.com or in a sealed envelope with your application.

4. Additional Training

40 points maximum

The applicant should have a variety of training and experience. Additional certifications will earn the applicant additional credit points towards their overall applicant score. **The first 2 certifications listed are mandatory.**

- Motor Vehicle Extrication Operations = **5 points (MANDATORY)**
- NJ or National Registry EMT or Paramedic (with Healthcare Provider CPR) = **5 points (MANDATORY)**
- NJ Division of Fire Safety Firefighter 2 = **5 points**
- Water Rescue, specifically Surface and Ice = **5 points**
- National Wildfire Coordinating Group S-130 / S-190 = **5 points**
- NJ Division of Fire Safety Instructor 1 = **5 points**
- NJ Division of Fire Safety Instructor 2 = **5 points**
- NJ Division of Fire Safety Fire Officer 1 = **5 points**

Application Process

Applicants achieving the highest scores will be notified as to the date(s) scheduled for a physical fitness test. Those that are selected for the next stage will be scheduled for a panel interview which may include evaluation of practical skills, driving, and other elements to be determined by the panel. The search committee will rank final applicants on a hiring list based on the interview and provide final recommendations to the Board of Fire Commissioners. Applicants presented to the Board of Fire Commissioners will undergo a driver license abstract review and criminal history background check prior to their interview with the Board. The applicant selected for the position will be required to pass a psychological examination, substance abuse test, and NFPA 1582 clearance with the Fire District's Occupational Health Physician prior to appointment.

Application Form

Please clearly print the requested information in blue or black ink.

Full Name:	Date of Birth:
Address:	NJ DFS #:
NJ Driver License Number:	NJ EMT/NREMT #:
Phone Number:	Email Address:

Please select your response to the following questions. Explain any “YES” answers on a separate page.

1. Has your driving privilege ever been suspended? YES NO

2. Have you ever received any type of documented disciplinary action/corrective counseling for the abuse of sick time, unexcused sick time, and/or being late (tardy) for a shift? YES NO

3. Have you ever received any type of documented disciplinary action and/or corrective counseling for domineer complaints, including disorderly conduct, conduct unbecoming, and disobeying an officer’s command, while performing your duties as a Firefighter/Fire Officer, EMT/Paramedic, Fire Instructor, or Fire Inspector/Official? YES NO

4. Have you ever received any type of documented disciplinary action and/or corrective counseling for poor work performance, negligence of service, improper patient care, and/or official delinquency, while performing your duties as a Firefighter/Fire Officer, EMT/Paramedic, Fire Instructor, or Fire Inspector/Official? YES NO

Complete the references form on the next page, and ensure that all of your certifications/documentation as required on the preceding pages is attached.

I certify that the information provided is valid to the best of my knowledge. I grant permission for the District to verify the information provided herein, and grant the release of my certification information to the District for the purposes of evaluating suitability for employment. I grant my references permission to discuss my performance and character with a District representative. I understand that if I have knowingly provided false information, I will be automatically disqualified.

Print Name: _____ Signature: _____

Internal Use Only	
___/40 SOG-Required Minimum Qualifications	___ Certifications Attached
___/10 ICS/IMS training	___ Confirmation Sent
___/10 Volunteer/Per-Diem Experience	___ Applicant File Scanned
___/40 Additional Training	Received By _____ on ___/___
___ Impression	Notes: _____
___ Total Score	_____

List of References

Instructions: Please provide the requested information for three references as instructed. Read the descriptions carefully and ensure that the person you have selected meets the qualifications. Provide the phone number and email address that is most convenient for the reference. References are only contacted for candidates that progress beyond initial screening phases.

Candidate Name: _____

Professional Reference #1 – MUST be your current or most recent past chief (2015 or 2016) of a volunteer or paid fire department where you have served. If it is not the current or most recent past chief (including cases where your employer is not aware you have made application for this position), please explain in a separate typewritten statement.

Name: _____

Agency: _____

Email: _____

Phone: _____

Professional Reference #2 – Anyone who has exercised supervisory control over your professional or volunteer activities.

Name: _____

Agency: _____

Email: _____

Phone: _____

Character Reference – Someone who is NOT related to you and that has NOT exercised supervisory control over your professional or volunteer activities.

Name: _____

Agency: _____

Email: _____

Phone: _____

Internal Use Only

Notes: _____

