



Waynesville Fire Department

Volunteer Firefighter Program

The Waynesville Fire Department utilizes full time staffing and volunteer firefighting personnel to deliver a high level of professional service to the Citizens of Waynesville and neighboring community's

The Mission Statement of the Waynesville Fire Department:

The Waynesville Fire Department Members recognize that the citizens of the Waynesville Fire District are the reason for our presence and will protect them with **HONOR, COMPASSION, COURAGE AND COMMITMENT**

If you are an individual with interest in serving your community in this essential service, you will be challenged, provided with exciting opportunities, and gain knowledge and experience that are the pride and tradition of the Fire Service.

Becoming a volunteer firefighter for the Waynesville Fire Department will require a commitment on your part in time and effort, but you will be rewarded with training opportunities, knowledge, and experience you will never forget.

This is not only an opportunity for you to experience the possibilities of a career in the fire service, but an excellent way to be involved in your community in providing such a service on a volunteer level.

The Waynesville Fire Department Volunteer Firefighting program has something for everyone in the many functions and roles and Fire Department performs.

Because the Volunteer Firefighting program requires physical abilities and at times arduous performance, you are encouraged to check with your personal physician to see if this is an appropriate program for you.

You are welcome to attend and observe any Fire Department training event with prior approval. We encourage you to attend a training session and talk with our full time staff members and volunteers and ask them about the pride and tradition the Waynesville Fire Department has held for over 110 years.

Requirements of Volunteer Firefighters

The position:

Under general supervision, may engage in fire suppression and fire prevention activities in protection life and property; may respond to emergency medical calls; may assist in the operation and maintenance of fire apparatus and equipment; will attend and participate in fire training and study firefighting techniques.

Example Of Duties:

Respond to all types of emergency calls including; fire, medical, rescue, and hazardous materials related incidents. Also responds to non-emergency public service calls.

Special Requirements:

18 years of age or older, possess a valid North Carolina Driver's license with the ability to upgrade classification of that license. CPR, First aid, ICS 100,200,700 & 800 Firefighter 1403 qualifications, & Hazmat awareness must be obtained within 24 months of appointment and become a certified NC Firefighter within 36 months. The applicant must have the physical ability to perform the essentials of the job requirements and will be required to have medical clearance from a primary physician of their choice. All personnel are required to attend regular scheduled drills which are held on the First, Third, Fourth Mondays of the month, usually held from 1800 hours to 2200 hours and have the ability and willingness to commit time in training and to Fire Department related activities.

First 6 Months :

The first 6 months will serve as a probationary period for all new Volunteer Firefighters. All personnel will be required to attend all scheduled drills. New Volunteer Firefighters will not be allowed to respond to emergency incidents until completion of orientation and completion of basic firefighting familiarization with equipment and procedures. Volunteer Firefighters may be subject to evaluations to assist in abilities and training needs. During the first 6 months there may be limitations placed on probationary Firefighters such as; limited response to emergency incidents based on training and experience, no driving of emergency apparatus to or at an emergency scene. POV response in the

probationary period will be nonemergency on all calls. Once the probationary is over the probationary firefighter will be moved to a firefighter 1 until the completion of the required training

There will be a written test to move from probationary firefighter to firefighter 1

Next 18 Months:

The next 18 months will serve as the next level of probation as a firefighter 1 for all new Volunteer Firefighters. All personnel will be required to attend all scheduled drills, and complete training in CPR, First aid, ICS 100,200,700 & 800 Firefighter 1403 qualifications, & Hazmat awareness within this time period.

End of Probation:

At the end of 18 months, all probationary Firefighters will be evaluated on performance and aptitude. A satisfactory evaluation will mean appointment to Volunteer Firefighter, not on probation.

The first 36 Months

The Firefighter will be required to be a certified NC firefighter by the end of 36 Months

An individual interested in becoming a Volunteer Firefighter with the Waynesville Fire Department must complete the written application.

Submitted along with the application a Current copy of Department of Motor Vehicle printout, Copy of your driver's license, Current Back ground check, any relevant certifications & Doctors clearance form

An application review board made up of a Captain, Lieutenant, Engineer, a Part time employee and a firefighter will review applications and conduct interviews when vacancies need to be filled.

When an application has been accepted and if the applicant meets all the requirements and has filled out the application correctly the applicant will be required to report for a physical ability test. Once the applicant has passed the physical ability test the applicant will be called in for an interview. Once this process is completed and if the applicant is chosen the applicant will have to pass a physical, stress and Drug test provided by Waynesville Fire Department

Upon satisfactory medical evaluation and drug screening the candidate will meet with a Fire Department Officer for orientation, direction, issued Safety Gear and begin the Training Program. A basic skills course

has been established for probationary Volunteers that will provide a basis of safety to build upon in their role of Volunteer Firefighter.

During the probation period at different intervals, Probationary Volunteer Firefighters will be evaluated. This includes but is not limited to both oral and manipulative evaluations based on the skills and training provided during the basic skills course and the Fire Department training program. The intent of training programs is to ensure safety procedures and practices when applying this knowledge and skills to real situations.

The Waynesville Fire Department is serious about the safety of all members and promotes safety awareness and practice at all times, no matter what the event. Violations of safety are a serious offense.

Waynesville Fire Department

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Completing The Application

The Application:

The attached application must be completely filled out and returned with the required documentation.

Remember to sign and date your application.

Required attachments:

With your application please attach the following documents:

- 1 Current copy of Department of Motor Vehicle printout (this can be obtained from the DMV office).
- 2 Copy of your driver's license,
- 3 Current Back ground check
- 4 Any relevant certifications
- 5 Doctors clearance form

YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE WITHOUT

THE REQUIRED ATTACHMENTS

You may submit your completed application package at either of the following locations:

Waynesville Fire Department Station 1

1022 N. Main St

Waynesville NC 28786

Waynesville Fire Department Station 2

280 Georgia Ave

Waynesville NC 28786



Town of Waynesville

Application for Employment

An Equal Opportunity Employer

16 S. Main St. * P.O. Box 100 * Waynesville, N.C. 28786 * (828) 452- 2491

This application form is designed to protect individual rights and privacy and to ensure equal employment opportunity. All questions are considered important for employment and no other use is intended for the information you submit.

1. Position(s) applied for: _____ Date: _____ (mm/dd/yy)

Name: _____
Last First Middle (If married use Maiden)

2. Do you have a valid North Carolina Driver's License? License Number _____

3. Present Address _____
Street Address City State Zip Code

Telephone (Home) _____ Telephone (Cell) _____

Email Address _____

4. When will you be available for employment? _____

5. Are you age 18 or above? If no, what is your birthdate? _____ (mm/dd/yy)

6. Have you ever worked before for the Town of Waynesville? From ___ (mm/yy) To ___ (mm/yy)

7. May we inquire of your present employer regarding your character, qualifications, etc.?

8. Are you related by blood or marriage to any person now employed by the Town?

If yes, give name, relationship and department employing relative _____

9. Military Service: Are you a veteran?

Date of entry into active service ___ (mm/yy) Date of separation from active service ___ (mm/yy)
Type of separation _____

10. Have you ever been convicted of an offense against law or forfeited a bond?

If yes, explain _____

Note: a criminal record will not necessarily exclude you from employment. Such factors as the nature and gravity of the offense, the time passed since the conviction, and the nature of the job for which you have applied shall be considered. You may omit traffic violations of which you paid a fine of \$30 or less. A criminal records check will be done to verify this information. Failure to disclose information may result in rejection of your application.

11. **REFERENCES.** If you wish to list references, list persons who are not related to you and who have knowledge of your qualifications for the position(s) for which you are applying, such as former co-workers, teachers, etc. Do not repeat the names of supervisors you will list under Section 16, Employment Record, on pages 3 and 4 of this application.

A. Name _____ Address _____
Telephone Number _____

B. Name _____ Address _____
Telephone Number _____

C. Name _____ Address _____
Telephone Number _____

12. **EDUCATION.** Give your complete educational history.

Name of last high school attended _____

Location _____

Highest year completed _____

Did you graduate from high school? _____

If you did not graduate, do you have a GED? _____

Education Beyond High School	Name and Location	Attended From To Mo./Yr. Mo./Yr	Check Number Years Completed	Did you Graduate?	Degree or Diploma and Year Received	Major Subject
College or University						
Graduate or Professional						
Other Education, Internships, Etc.						

13. List fields of work or activities for which you are licensed, registered, or certified, giving date(s) and source(s) of issuance. _____

14. List typing and clerical skills, machines you can operate computer software in which you are proficient, and others skills in which you are proficient. _____

15. If the position(s) applied for calls for specific courses, indicated course and credits received. _____

16. **EMPLOYMENT RECORD.** Answer questions for each period of employment. Include military service and previous employment with the Town of Waynesville. Failure to give complete information may result in rejection of your application. Begin with your present or last position. If more space is needed, use a continuation sheet. Experience acquired more than 10 years ago may be summarized in one block if not applicable to the position(s) for which you are applying.

A. Title of present or last position _____
Employer _____ Address _____
Name and title of supervisor _____
Number of employees supervised by you _____ Telephone number _____
Date employed ____ (mm/yy) Date Separated _____(mm/yy) Number of hours
worked per week ____
Starting salary _____ Last salary _____
Duties _____

Reason for leaving or desiring change _____

B. Title of present or last position _____
Employer _____ Address _____
Name and title of supervisor _____
Number of employees supervised by you _____ Telephone number _____
Date employed ____ (mm/yy) Date Separated _____(mm/yy) Number of hours
worked per week ____
Starting salary _____ Last salary _____
Duties _____

Reason for leaving or desiring change _____

C. Title of present or last position _____
Employer _____ Address _____
Name and title of supervisor _____
Number of employees supervised by you _____ Telephone number _____
Date employed ____ (mm/yy) Date Separated _____(mm/yy) Number of hours
worked per week ____
Starting salary _____ Last salary _____
Duties _____

Reason for leaving or desiring change _____

D. Title of present or last position _____
Employer _____ Address _____
Name and title of supervisor _____
Number of employees supervised by you _____ Telephone number _____
Date employed ____ (mm/yy) Date Separated _____(mm/yy) Number of hours
worked per week ____
Starting salary _____ Last salary _____
Duties _____

Reason for leaving or desiring change _____

E. Title of present or last position _____
Employer _____ Address _____
Name and title of supervisor _____
Number of employees supervised by you _____ Telephone number _____
Date employed ____ (mm/yy) Date Separated _____(mm/yy) Number of hours
worked per week ____
Starting salary _____ Last salary _____
Duties _____

Reason for leaving or desiring change _____

CERTIFICATE OF APPLICANT

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. I hereby authorize the Town of Waynesville to investigate my past employment, performance, salary and educational history as well as my criminal background; to gather any other information necessary to process my application for employment; and to administer any pre-employment testing, including but not limited to a pre-employment drug test, that is necessary. I also understand and acknowledge that a negative pre-employment drug test is a condition of employment with the Town of Waynesville. I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Applicant's Electronic Signature