



# Xenia Township Fire Department

8 Brush Row Road, Xenia, Ohio 45385 (937)372-7857

## ATTENTION APPLICANTS

Thank you for your interest in serving with the Xenia Township Fire Department. For your information, XTFD is a “combination” staffed agency, with full-time, part-time, and on-call personnel.

XTFD provides fire protection, emergency medical services and technical rescue to Xenia and Caesarscreek Townships, an area of nearly 75 square miles and 9,000 total residents.

Our application process is extensive. The first step is to complete an application and submit it to the Xenia Township secretary for date stamping. Your application will be reviewed by a committee of Command Staff Officers, and an oral interview may be arranged. If no interview is scheduled, a letter of appreciation will be sent to the address listed on the application within 90 days of the date the application was received. If your interview is favorable, you will be scheduled for a variety of assessments, including a criminal background investigation, a driving records check, a polygraph, a physical abilities assessment, and a medical physical exam. Following completion of all pre-employment procedures, you will be referred to the Xenia Township Board of Trustees for appointment

To assist us in expediting this process, please provide the following information with your completed application:

- ◆ Complete address information for all references
- ◆ Copy of your Ohio driver’s license
- ◆ Copy of any fire or EMS certification cards
- ◆ Detach and keep the Job Description for your information
- ◆ Make sure signatures are witnessed by a Notary Public

If you have any questions, feel free to call or stop in for a station tour. We will do our best to answer your questions and help you in your commitment to public safety service.

# XENIA TOWNSHIP Application For Employment



Xenia Township is an Equal Opportunity Employer. Employment decisions are made without regard to race, sex, sexual orientation, national origin, disability, religion, age (where protected by law) color, political affiliation, marital or veteran status or any other legally protected status.

Position Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Referral Source:  Advertisement  Friend  Relative  Other: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Number Street City State Zip Code

Phone #: (\_\_\_\_\_) \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Area Code

Have you filed an application with Xenia Township before:  Yes  No  
Date filed: \_\_\_\_\_

Have you ever been employed here before:  Yes  No  
Date filed: \_\_\_\_\_

May we contact your present Employer:  Yes  No

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration status? (Proof of Citizenship or immigration status will be required upon employment)  Yes  No

Are you over the age of 18?  Yes  No

Are you willing to take a physical exam at our expense if the nature of the job

requires one:  Yes  No

Have you ever been convicted of or pleaded guilty to a felony? (*Note: A conviction will not necessarily ban you from employment*)  Yes  No

If Yes, explain: \_\_\_\_\_

Do you possess a valid Ohio Driver's License:  Yes  No

Driver's License # \_\_\_\_\_

**Education**

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				

Describe any specialized training, apprenticeship, skills or other job-related training:

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## Employment Experience

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Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1) Employer	<u>Dates Employed</u>		<u>Work Performed</u>
Address			
City                  State          Zip			
Job Title:	Supervisor:		
Reason for Leaving			
2) Employer	<u>Dates Employed</u>		<u>Work Performed</u>
Address			
City                  State          Zip			
Job Title:	Supervisor:		
Reason for Leaving			
3) Employer	<u>Dates Employed</u>		<u>Work Performed</u>
Address			
City                  State          Zip			
Job Title:	Supervisor:		
Reason for Leaving			

List additional employers on separate sheet of paper and attach with this application.



**XENIA TOWNSHIP  
FIRE DEPARTMENT AND EMERGENCY SQUAD  
MEMBERSHIP APPLICATION RELEASE AND AUTHORIZATION**

**PLEASE READ CAREFULLY**

I certify that the answers that I have made to each and all of the questions in this application are complete and true to the best of my knowledge and belief. I understand if this application is not completed in full, it will not be processed, and I will automatically be disqualified. I hereby waive all provisions of law forbidding my physician or other person who has attended or examined me or who may hereafter attend or examine me, from disclosing any knowledge or information which he or she acquired relevant to my employment following disclosure by me of any disabilities which may prevent me from performing the essential functions of the job for which I have applied.

I hereby consent that he/she may disclose such knowledge or information to representatives of the Xenia Township Fire Department and Emergency Squad in consideration of an offer of employment or during my employment with Xenia Township Fire Department and Emergency Squad. I understand that this application may raise questions regarding my past work and education record, and that the Xenia Township Fire Department and Emergency Squad's agents and employees may wish to make inquiry regarding this, so that my qualifications for employment may be reviewed.

By signing this waiver, I expressly authorize the Xenia Township Fire Department and Emergency Squad to make an inquiry of my former employers concerning my work record, job qualifications and performance. I authorize any current or former employer to furnish Xenia Township's designated agent, with this information upon their request. I recognize the right of Xenia Township to treat, at its discretion, certain sources as confidential, and its right to withhold from me or my agent the name of such confidential sources, and information obtained there from.

If applicable: My records are under another name—the name is listed below.

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In the event of employment on the Xenia Township Fire Department and Emergency Squad, I understand that false or misleading information given in my application or interviews may result in discharge regardless of when such information is discovered. I understand, also, that I am required to abide by all rules and regulations of the Xenia Township Fire Department and Emergency Squad. By signing this application for employment, I acknowledge that I can perform the essential functions of the job for which I have applied with or without reasonable accommodation. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.

I consent to the release of any and all public and private information that may concern me, my work record, my background and reputation, my military service records, educational records, my financial status, my complaints or grievances filed by or against me, the records or recollections of attorneys at law or other counsel (whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest), attendance records, polygraph examinations and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

For and in consideration of Xenia Township's acceptance and processing of my application for employment, I agree to hold Xenia Township, its agent and employees harmless for any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with Xenia Township. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my right under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by Xenia Township in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid for a period of 120 days from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form.

I agree to indemnify and hold harmless the persons to whom this request is presented and his agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

I understand that this employment application with the Xenia Township Fire Department and Emergency Squad is not a contract of employment, and that any individual who is hired may voluntarily leave employment upon proper notice. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee of the Xenia Township Fire Department and Emergency Squad. I understand that a post-physical examination may be required.

By signing this Waiver, I expressly authorize Xenia Township to obtain an abstract of my driver's license or commercial driver's license record, as well as any prior criminal convictions, so that my qualifications for employment may be reviewed. In the event that I am hired, I also authorize Xenia Township to continue to obtain this information during my employment with the Xenia Township Fire Department and Emergency Squad.

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE OF SIGNATURE: \_\_\_\_\_

**(Must be notarized below)**

Before me, a Notary Public in and for the State of Ohio, personally appeared \_\_\_\_\_ who acknowledged that \_\_\_\_\_ did sign the foregoing instrument and that the same is \_\_\_\_\_ free act and deed. In Testimony Whereof, I have hereunto affixed my name and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



**Xenia Township Fire Department  
Qualifications and Hiring Guideline for Position of  
Firefighter/Emergency Medical Service**

The Xenia Township Fire Department accepts applications on a continuous basis for the position of Firefighter/EMS.

**NATURE AND REQUIREMENTS OF WORK:**

This is work performed in response to fire/medical emergency or public assistance request, as necessary, to protect life and property. The individual can expect to operate and maintain fire/EMS vehicles and all other emergency equipment. The individual in this position can expect to participate in all fire prevention and EMS awareness; train for these related fields; maintain the station and vehicles; as well as perform other duties that may be required. Work in this position does not involve direct supervision of subordinates; however, Firefighter/EMS personnel may at times be required to act in a supervisory capacity in the absence of a superior officer.

**FILING APPLICATION:**

May be filed at: Xenia Township Fire Departments  
Station #51 (Oldtown)  
Xenia Township Trustees Office (Oldtown)

OR mailed to: Xenia Township Fire Department  
8 Brush Row Rd.  
Xenia, OH 45385

**SCOPE OF SELECTION PROCESS:**

Note: This application for employment must be notarized in two places in order to be considered valid before returning to the Fire Department.

- 1) Complete Application
- 2) Return Completed Application to Xenia Township'
- 3) Command Staff Review of Application – (Appreciation Letter sent or interview scheduled)
- 4) Interview
- 5) Background Investigation
  - a. Driver's License Check
  - b. Criminal History Check
  - c. Background Reference Check with 3 letters of recommendation (non-employer letters)
- 6) Polygraph Examination
- 7) Physical Assessment Evaluation
- 8) Medical Physical
- 9) Referral to Xenia Township Board of Trustees for Appointment

Eligible candidates will be kept informed of the next phase of the process.

Inability to satisfactorily complete any phase of this process may be cause for elimination from consideration. Failure to appear for any phase may also result in elimination.

### **MINIMUM QUALIFICATIONS:**

General: (A) Must be 18 years or older at the time of appointment (B) Must possess, or be able to obtain by time of appointment, a valid State of Ohio driver's license without record of suspension or revocation in any State; (C) Felony convictions and disqualifying criminal history are not allowed; (D) U.S. citizen; (E) Must be able to read and write the English language; (F) Must be of good moral character and of temperate and industrious habits.

Necessary Knowledge, Skills and Abilities: Ability to learn the applicable laws, ordinances and agency rules and regulations. Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in written form; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions in emergency and non-emergency situations; Ability to follow verbal and written instructions; Ability to remember details; Ability to operate job related tools and equipment; Ability to learn the Township geography; Ability to work in stressful conditions and some time hostile environments; Ability to handle sensitive inquiries and contacts with the public.

Education: Firefighter – High School graduate or G.E.D. is required  
EMS – High School graduate or G.E.D. is required  
Those age 18 and currently in High School may receive a waiver from the Fire Chief based on individual's current grade point average.

Physical Condition: Must be physically capable of performing all duties for the position. Must pass a physical agility test and a thorough medical exam. The Fire Department may require periodic physical exams throughout the individual's employment.

Arrests: Misdemeanor convictions are disqualifying if an evaluation of their frequency, how it may relate to the job applied, seriousness and/or intervening personal background indicates that the individual would be a poor risk as a Firefighter/EMS.

Traffic Violations: Applicants with traffic violations totaling six (6) points or more within the last three years will be disqualified. A person may be disqualified if they have been arrested or cited for any of the following:

(1) – Reckless Operation

- (2) – Driving Under the Influence or a reduced disposition
- (3) – Suspended Driver’s License or Operating a Vehicle with Suspended Driver’s License or a reduced disposition

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Medical Exam: Applicants will be given a thorough medical exam which will evaluate their physical suitability for the position of Firefighter/EMS. Be free of communicable diseases and cardiovascular/pulmonary impairment.

Military Service: Individuals who have had military service should have an Honorable Discharge or a General Discharge under honorable conditions. All cases will be evaluated on their individual merits.

Previous Work Record: An unsatisfactory work record may be a disqualifying factor.

Omissions on Application – Falsification: Falsification or omission on the application is disqualifying.

Information provided on the employment application will be verified during a thorough background investigation, which includes interviews with past employers, neighbors and relatives.

**SPECIAL REQUIREMENTS:**

Training: If you file your application for Firefighter then you must successfully complete the Level 1 State of Ohio basic firefighter training within one year of appointment. If you file your application for EMS then you must successfully complete the State of Ohio/National Registered Emergency Medical Technician Course within 12 months of appointment.

Probationary Period: Employee must successfully complete a one (1) year probationary period.

Work Environment: While performing the duties of this job, the employee works in outside weather conditions. The employee occasionally is exposed to wet and/or humid conditions, fumes and airborne particles. The noise level in the work environment is usually moderate. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

If you have any questions concerning these hiring guidelines or with the recruiting procedures, please contact the Xenia Township Fire Chief, Monday through Friday, 8:00 a.m. to 4:00 p.m. at 937-372-7857.

## **MANDATED BY THE FEDERAL IMMIGRATION REFORM ACT**

### **APPLICANTS WHO DO NOT PRESENT PROPER DOCUMENTATION CANNOT BE HIRED**

As a condition of employment with the Xenia Township Fire Department, successful applicants will be asked to present one of the following documents before getting appointed.

- 1) U.S. passport, or
- 2) Certificate of U.S. Citizenship or Certificate of Naturalization, or
- 3) Unexpired foreign passport authorizing U.S. employment, or
- 4) Resident alien card or other alien registration card containing the applicant's identification, photograph and authorization to work in the U.S.A.

If none of the above is available, successful applicants must present one of the following in addition to one of the documents identified below:

- 1) U.S. Social Security Card, or
- 2) Certificate of Birth in the U.S., or
- 3) Certificate establishing U.S. nationality at birth, or
- 4) Unexpired re-entry permit, or
- 5) Unexpired Refugee Travel document, or
- 6) Certificate of Birth (or Birth Abroad) issued by the U.S. Department of State, or
- 7) Employment authorized document issued by the INS, or
- 8) Native American Tribal document, or
- 9) U.S. Citizenship Identification Card, or
- 10) Identification card for use of resident citizen in the U.S.

Applicants who present a document identified in 1-10 above, must also present one of the following identification cards:

- 1) Valid U.S. Driver's License containing photograph, or
- 2) Other state-issued identification card containing photograph or information identifying name, date of birth, sex, height, color of eyes and address, or
- 3) School identification with photograph, or
- 4) Voter's registration card, or
- 5) U.S. Military card of draft record, or
- 6) Identification card issued by Federal, State or local government agency, or
- 7) Military dependent's identification card, or
- 8) Native American Tribal document, or
- 9) U.S. Coast Guard Merchant Mariner card, or
- 10) Canadian Driver's License

**XENIA TOWNSHIP, OHIO  
AN EQUAL OPPORTUNITY EMPLOYER  
XENIA TOWNSHIP FIRE DEPARTMENT  
FIREFIGHTER JOB DESCRIPTION**

**I. General Summary**

Firefighters will be under the direction of the Township Fire Chief, or his/her designee. Duties include, but are not limited to, controlling and extinguishing fires, protecting life and property, and maintaining equipment.

**II. Essential Functions of the Job**

- A. Responds to fire alarms and other emergency/non-emergency calls.
- B. Controls and extinguishes fires, protects life and property, and maintains equipment in accordance with established procedures.
- C. Selects hose nozzle, depending on type of fire, and directs stream of water or chemicals onto fire. Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures. Creates openings in buildings for ventilation or entrance, using ax, chisel, crowbar, electric saw, core cutter, and other equipment.
- D. Protects property from water and smoke by use of salvage equipment.
- E. Communicates with other Fire/EMS personnel, using portable two-way radio and/or face-to-face communications.
- F. Performs assigned duties in maintaining apparatus, building, equipment, and grounds.
- G. Participates in drills, demonstrations, and courses in hydraulics, pump operations and maintenance, and firefighting techniques, in addition to any other required training.
- H. May drive and operate firefighting/EMS vehicles and equipment.
- I. This job description in no way states or implies that these are the only duties to be performed by the firefighter. The firefighter is required to follow all other instructions and to perform any other duties assigned by the supervisor.

**III. Minimum Qualifications**

- A. Must be physically able to perform the duties of a firefighter and/or EMS as required by Xenia Township Fire Department and as determined by the Department's designated medical examiner.
- B. Must be able to pass physical agility tests when administered and as required.

- C. Must be insurable under the guidelines established by the Township's liability insurance carrier.
- D. Must possess and/or be able to acquire firefighter certification as mandated by the State of Ohio and this Department within one year after appointment. If EMS only, must complete emergency medical technician certification within two years of appointment.
- E. Must have and continue to maintain a good driving record in accordance with Township policy. A valid driver's license is required for initial employment and must be maintained while an employee.
- F. Must be at least eighteen (18) years of age.
- G. The applicant must provide proof of High School Graduation or G.E.D. Must be able to speak, read, write, understand and comprehend English for purpose of performing the multiple communication functions of the job's duties and responsibilities, and for the purpose of completing and/or following and/or applying all directives, manuals, logs, reports and other communications pertaining to employment and Department requirements.
- H. Must have the ability to acquire and apply specialized firefighting knowledge, techniques and practices, and possess a mechanical aptitude.
- I. Must have an independent reliable source of transportation available at all times for immediate transportation to the fire station upon receiving the alarm signal. Must report for work when called. Must be in a fit mental and physical condition in order to perform job duties and assigned tasks. This includes the willingness and ability to participate in training and development activities.
- J. Must have a workable telephone in personal residence at all times.
- K. Must be able and willing to work cooperatively and effectively within the structure of team approach concept, and/or individual initiative concept.
- L. Must have the ability to work well with other individuals, be pleasant, congenial, and be able to remain calm and courteous in relationship with other personnel, management and the public.
- M. Must be self-motivated and be able to perform job duties independent of, and without direct supervisory assistance and /or direction.
- N. Must be able to perform work efficiently and productively under pressure, which may be caused by having to face critical and unexpected situations.
- O. Must not have any facial hair or hair on head which interferes with the seals on breathing apparatus, or causes the seals to improperly seat tightly against the face. Facial hair that could interfere with the operation of the inlet or exhaust valves of the respirator will not be allowed.
- P. All employees/members are subject, at all times, to the provisions of the Xenia Township Fire Department Rules & Regulations, Policy and Procedures Manual and any amendments,

additions, deletions and/or other revisions thereto.

Q. In addition to the essential functions of the job and minimum qualifications outlined previously, the following Job Specifications and Standards must be satisfied:

#### **IV. Physical/Visual Effort**

- A. Very heavy work involving the lifting of objects in excess of 100 pounds with frequent lifting and/or carrying objects weighing 50 pounds or more. Work requires the physical ability to do all the following:
- B. Climbing – Involving the ascending or descending of ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms.
- C. Balancing – Involves the maintenance of body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.
- D. Stooping – Involves bending the body downward and forward by bending the spine at the waist.
- E. Kneeling- Involves bending the legs at the knees to come to rest on the knee or knees.
- F. Crouching – Involves bending the body downward and forward by bending the legs and knees.
- G. Crawling – Involves moving about on the hands and knees or hands and feet.
- H. Reaching – Involves extending the hands and arms in any direction.
- I. Handling – Seizing, holding, grasping, turning, or otherwise working with hand and hands (fingering not involved).
- J. Fingering – Picking, pinching, or otherwise working with the fingers primarily (rather than with the whole or arm as in handling).
- K. Feeling – Perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means or receptors in hands.
- L. Talking and/or Hearing – Involves talking and expressing or exchanging ideas by means of the spoken word, and hearing or perceiving the nature of sounds by ear.
- M. Seeing: Involves obtaining the impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects. The major visual functions are:
  - 1. Acuity, far-clarity of vision of 20 feet or more. Acuity, near-clarity of vision at 20 inches or less with or without correctable lenses.
  - 2. Depth perception – three dimensional vision. The ability to judge the distance and space relationships so as to see objects where and as they actually are.

3. Field of vision – the area that can be seen up and down or to the right or left while the eyes are fixed on a given point.
  4. Accommodation – adjustment of the lens of the eye to bring an object into sharp focus.
  5. Color vision – the ability to identify and distinguish primary colors.
- N. The use of arms and hands is required in reaching, handling, fingering and/or feeling, writing, operating office equipment. Visual functions include acuity, far and near, depth perception, field of vision, accommodation and color vision.

## **V. Environmental Conditions of the Job**

- A. Extremes of cold plus temperature changes: Variations in temperature which are sufficiently marked and abrupt to cause noticeable bodily reactions.
- B. Extremes of heat plus temperature changes: Temperature sufficiently high to cause marked bodily discomfort unless provided with the proper protection.
- C. Wet and humid: Contact with water or other liquids. Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- D. Noise and vibration: Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing and/or sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- E. Hazards: Situations in which the individual is exposed to the definite risk of bodily injury.
  1. Fumes, odors, toxic conditions, dust, and poor ventilation:
    - a. Fumes – smoky or vaporous exhalations, usually odorous, thrown off as the result of combustion or chemical reaction.
    - b. Odors – noxious smells, either toxic or non-toxic.
    - c. Toxic Conditions – exposure to toxic dust, fumes, gases, vapors, mists, or liquids which cause general or localized disabling conditions as a result of inhalation or action of the skin.
    - d. Dust – air filled with small particles of any kind and inorganic silica and asbestos.
    - e. Poor ventilation – insufficient movement of air causing a feeling of suffocation; or exposure to drafts.
  2. Blood Borne Pathogens – Body fluids (blood, urine, saliva, etc.) body parts



## **VI. Equipment/Materials Used**

- A. Use of an ax, crowbar, gasoline powered saws, and other various types of power or manual equipment.
- B. Use of salvage covers, smoke ejectors, deodorants, foams, and positive pressure fans.
- C. Use of ladders and hoses.
- D. Use of radio equipment.
- E. Use of fire apparatus – engines, tankers, equipment truck and grass trucks.
- F. Use of self-contained breathing apparatus.
- G. Use of fire pumps, both apparatus mounted and portable.
- H. Use of fire extinguishers.
- I. Use of Emergency Medical supplies and related equipment.