



**South Placer Fire District**  
**6900 Eureka Rd**  
**Granite Bay CA, 95746**  
**(916)791-7059**

**Firefighter Internship Program**  
Accepting Applications For  
**Intern Firefighter**

**To Apply:**

Please submit the following to the headquarters of the South Placer Fire District at 6900 Eureka Rd, Granite Bay, CA 95746. Applications must be received no later than April 30th, 2015 at 1700 hours. Qualified applicants will be scheduled for an oral interview tentatively set for May 13th, 2015.

Completed Application  
Current DMV Driving Record  
Resume and Cover Letter  
Background Authorization Form  
Copies of EMT, CPR, Driver's License and High School Diploma

**Program Requirements:**

Intern Firefighters will complete a one-year volunteer position in the Intern program to meet CSFM certification requirements. Hours of participation will be five-24 hour shifts per month for the first 6-month period and then a minimum of one-24 hour shift for the remaining 6-month period not to exceed 984 hours in the Intern position. Intern Firefighters may be eligible to participate as Volunteer Firefighters during Internship with a selected few Resident Volunteer Firefighter positions available if selected.

**Minimum Qualifications at time of appointment:**

- Possess a high school diploma or GED equivalent.
- Never been convicted of a felony.
- Possess a valid California driver's license and have a clean driving history.
- Maintain valid CPR American Heart Association Health Care Provider or Red Cross Health Care Provider certification.
- State of California EMT Certification with Sierra – Sacramento Valley EMT Certification or California Paramedic License with a valid Sierra – Sacramento Valley Accreditation at time of appointment.
- Be enrolled in an accredited college working towards a degree in Fire and/or EMS; and have completed a basic firefighter academy.
- **Possess a valid CPAT physical abilities test card by appointment date. Check CPAT website for upcoming test dates.**
- Pass medical examination (District paid)

See job description for further information regarding this position. Please review District Body Art Policy to confirm you are eligible for this Position.

Application forms can be obtained at:  
South Placer Fire District Station #17  
6900 Eureka Rd Granite Bay, CA 95746  
916-791-7059

FAILURE TO FULLY COMPLETE THE APPLICATION MAY RESULT IN YOUR REJECTION FROM THE RECRUITMENT.

APPROVED BY



South Placer Fire District  
6900 Eureka Road  
Granite Bay, CA 95746  
Telephone (916) 791-7059



Application \_\_\_\_\_  
Physical Agility \_\_\_\_\_  
Back Ground \_\_\_\_\_  
Medical \_\_\_\_\_  
DMV/Auto Ins. \_\_\_\_\_  
Personnel \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT**

(PLEASE TYPE OR PRINT IN BLACK INK)

Reviewed By: \_\_\_\_\_

1. POSITION APPLIED FOR: \_\_\_\_\_

2. NAME: (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_ Phone ( ) \_\_\_\_\_

3. Mailing (Address) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

4. In case of Emergency, notify: Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

**READ FULLY (ANSWER BY CHECKING)**

Yes No

5. Do you object to the District making an inquiry of your present or past employers?		
6. Citizenship: If you are not a U.S. Citizen, do you have the legal right to remain permanently in the U.S.? (Proof required, if hired)		
7. Age: Are you over the age of 18? (Proof required, if hired)		
8. Do you have a valid driver's license? _____ List Endorsements: _____ State _____ Type of Lic. _____ DL Number _____		
9. Are you able, with or without reasonable accommodation, to perform the essential functions as stated in the announcement? Hiring will be contingent on passing a physical examination.		

**IF YOU ANSWER YES TO QUESTIONS #10, #11. PLEASE GIVE DETAILS BELOW**

10. Have you, as an adult, been convicted (including payment of a fine or placement on probation) of a violation of the law? <i>A yes answer will not automatically disqualify you.</i>		
11. Have you been convicted (including payment of a fine or placement on probation) of a moving traffic violation? <i>List all moving violations within the last 5 years. A yes answer will not automatically disqualify you.</i>		
12. Space below is provided for an explanation, if necessary for questions #10, & #11 (attach separate sheet if needed)		

**JOB-RELATED SCHOOLING & TRAINING**

13. EDUCATION: (Circle Highest Grade Completed)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
NAME AND LOCATION OF COLLEGE, UNIVERSITY BUSINESS, CORRESPONDENCE, TRADE OR SERVICE SCHOOLS	COURSES OF STUDY													Semester Units	Completed Quarter Units	Degree		

**Certificates of Training, Licenses, or Professional Registration**

Name of Certificate/License/Registration	Date Issued	Registration Number

**DO NOT INDICATE "SEE RESUME".** List all jobs in the last 10 years. Describing your job duties and military experience. If qualifying experience is part time, be sure to list the number of hours per week spent in doing the work. You may use additional sheets if necessary. Begin with your present job and work backwards.

From: ____/____/____ To: ____/____/____ Month Year Month Year	Title of Position:	NUMBER OF HOURS WORKED PER WEEK _____
Name & Address of Employer:	Your Duties Were:	
Contact Telephone Number: ( )		
Name & Title of Supervisor:		
From: ____/____/____ To: ____/____/____ Month Year Month Year	Title of Position:	NUMBER OF HOURS WORKED PER WEEK _____
Name & Address of Employer:	Your Duties Were:	
Contact Telephone Number: ( )		
Name & Title of Supervisor:		
From: ____/____/____ To: ____/____/____ Month Year Month Year	Title of Position:	NUMBER OF HOURS WORKED PER WEEK _____
Name & Address of Employer:	Your Duties Were:	
Contact Telephone Number: ( )		
Name & Title of Supervisor:		
From: ____/____/____ To: ____/____/____ Month Year Month Year	Title of Position:	NUMBER OF HOURS WORKED PER WEEK _____
Name & Address of Employer:	Your Duties Were:	
Contact Telephone Number: ( )		
Name & Title of Supervisor:		

**CERTIFICATE OF APPLICANT**

I hereby authorize any former employers to give any and all information regarding my employment and any other information, whether personal or otherwise, which may or may not be in their records. I also grant permission to the South Placer Fire District to conduct a background investigation as they deem necessary in conjunction with my employment. I hereby release South Placer Fire District for all liability for any damages whatsoever that may ensue from furnishing same.

I agree to conform to the rules and regulations of the district and to meet their standards of uniform and neatness. I understand that bonding may be a condition of employment.

I certify all information shown on this application is true and correct to the best of my knowledge. I agree to be fingerprinted, to submit to a medical examination, a drug and alcohol screening, and upon employment, to furnish such proof of age and citizenship as may be required. I understand and agree that any misstatements or omissions in material facts on any of the foregoing documents may herein subject me to disqualification or dismissal.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# SOUTH PLACER FIRE DISTRICT POLICY MANUAL

**POLICY TITLE:** Intern Firefighter

**Adopted Date:** 10/17/2012

**POLICY NUMBER:** 1192

**Revision Date:** 10/17/2012

**1192.1 Responsibilities:** The Intern Firefighter reports to their company officer or assigned designee. Interns will not be compensated for duties performed in this position. Under direction the Intern Firefighter is responsible for fire suppression activities and care of the sick and injured. Interns assist with the maintenance of apparatus, equipment, buildings and grounds. When assigned, the Intern Firefighter operates vehicles with due regard for the welfare of the public and District.

**1192.2 Examples of Duties:**

**1192.2.1** Performs activities in combating, extinguishing and preventing fires.

**1192.2.2** Trains for and participates in varied firefighting, EMS and rescue duties, fire protection inspections, equipment and apparatus operation and maintenance.

**1192.2.3** Responds to incidents of fire or other emergencies with or on apparatus; lays and connects hoses, holds nozzles and directs water, raises and climbs ladders, uses chemical extinguishers, bars, hooks, etc.

**1192.2.4** Ventilates burning buildings, removes persons from danger, administers emergency medical care, conducts fire prevention inspections and participates in public safety education and department training programs.

**1192.2.5** Performs general maintenance and clean up in the upkeep of fire apparatus, equipment, furnishings and facilities of the Fire District and performs related work as assigned.

**1192.2.6** Is skilled in the operation of District vehicles and may be required to drive and operate same in a consistent and safe manner with due regard for the welfare of the public and the District.

**1192.3 Minimum Qualifications:**

**1192.3.1** Be at least 18 years of age.

**1192.3.2** Posses a high school diploma or GED equivalent.

**1192.3.3** Never been convicted of a felony.

**1192.3.4** Posses a valid California Driver's License and have a clean driving history.

**1192.3.5** Maintain valid CPR Health Care Provider or equivalent.

**1192.3.6** Sierra – Sacramento Valley EMT Certification or California Paramedic License with a valid Sierra – Sacramento Valley Accreditation.

**1192.3.7** Work toward a certified Entry Level CSFM Firefighter I Certification.

**1192.3.8** Be enrolled in an accredited college working towards a degree in Fire and/or EMS; and have completed a basic firefighter academy.

**1192.3.9** Possess a valid CPAT physical abilities test card

**1192.4** Duty Requirements: Each Intern Firefighter will be assigned to a shift (A, B or C). The Intern will report to their assigned station on their assigned duty day. While on duty each Intern will respond to calls with their assigned apparatus. They will be under the direct supervision of their company officer or assigned designee at all times. Intern Firefighters will be responsible for communicating with their regularly assigned company officer or assigned designee if they are unable to be present for their duty shift. Interns shall maintain a neat and orderly appearance of themselves and their station living area. Interns shall abide by all applicable District Operating Procedures. Around the station each Intern will perform house duties, station and apparatus maintenance and other duties as assigned by their company officer or assigned designee.

**1192.5** Response Requirements: Upon entering the Intern Firefighter Program each Intern will be furnished with a task book including a check-off list that outlines the requirements that need to be completed. At no time will an Intern be allowed to function in a capacity that they have not been officially checked-off to perform. These check-offs will be monitored by the Intern's company officer or assigned designee. When all the check-offs are completed and signed off by a company officer, the finished task book will be placed in the Intern's training file.

**1192.6** Training Requirements: Each Intern Firefighter will be responsible for completing check-off's as noted on the forms in their task book. Interns are strongly encouraged to train regularly with their duty shift. Intern Firefighters must attend all "required" training sessions.

**1192.7** Length of Service and Maintenance Requirements: Participants in the Intern Firefighter Program, as a student, must be actively involved in furthering their education in the field of emergency services. If an individual has a degree in an emergency services field they may participate as an Intern Firefighter while engaged in securing a career position. Those not

actively involved as noted may be asked to vacate their Intern Firefighter position. The Intern Firefighter Program is to facilitate up to 984 hours of work experience in a maximum of a one year period. This is to allow Interns engaged in education an opportunity to complete the experience requirement for a CSFM Firefighter I Certification.

**1192.8 Evaluations:** Each Intern Firefighter will be formally evaluated every 3 months in writing on the Intern Performance Evaluation during their internship with the District. This evaluation will be completed and administered by the Intern's company officer or assigned designee.

**1192.9 Benefits:** The District will provide turnouts and a uniform for each Intern Firefighter. Interns are also provided with all mandatory insurance coverage in accordance with California law.

**1192.10 Standards:** The Intern Firefighter shall acquire and apply the knowledge of the District rules, regulations, procedures, methods and techniques on a continuous basis. Maintain the mental condition, physical endurance, agility, strength and stamina to perform hazardous work under emergency conditions. Maintain the ability to understand and follow oral and written directions promptly and accurately. Continuously be courteous to the public, allied agencies and District employees.

# SOUTH PLACER FIRE DISTRICT POLICY MANUAL

**POLICY TITLE:**                      **Body Art**    **Adopted Date: 2/22/2008**

**POLICY NUMBER:**                **1705**    **Revision Date: 12/24/2014**

## **1705.1 Body Art**

**1705.1.1** The following tattoos (or other types of body art) are prohibited:

**1705.1.1.1** All tattoos (or other types of body art) on the face, neck, head, and/or hands.

**1705.1.1.2** All tattoos (or other types of body art) on any part of the body visible to the public during the normal course of work. Tattoos that are on the arms and legs shall be covered at all times while in the view of the public. For arm tattoos: A cotton long sleeve Class B uniform t-shirt and long sleeve Class B uniform shirt shall be the employee's only uniform option during the normal course of work. For leg tattoos: Class B uniform pants, and approved work out gear that is full leg length will be the employees only option during the normal course of work.

**1705.1.2** Exceptions shall be made for tattoos (or other types of body art) as set forth below.

**1705.1.2.1** Visible tattoos (or other types of body art) on arms or other prohibited visible areas are allowed if:

**1705.1.2.1.1** The employee member was employed by the District on or before February 22, 2008; and the tattoo (or other type of body art) existed on February 22, 2008; and the tattoo (or other types of body art) was documented in writing and submitted by the employee to the District as having existed on that date.

**1705.1.2.2** Visible tattoos (or other types of body art) utilized for cosmetic or disfigurement relief.

**1705.1.3** There shall be no exception for derogatory, obscene, pornographic and/or offensive tattoos (or other types of body art) as determined by the Fire Chief or his/her designee. To assure compliance with this section proposed tattoos shall be submitted to the Chief or designee for approval to ensure employee compliance to this section.

**DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION  
[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]**

The prospective employer ("the Company") may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, social media checks (i.e. Facebook, Google, etc.) or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by iprospectcheck.com, 1024 Iron Point Road, Folsom, CA, 95630, 888-808-9997 [www.iprospectcheck.com](http://www.iprospectcheck.com), or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. You may also contact the Company to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days.

New York applicants or employees only: Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

Oregon applicants or employees only: Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that the Company has not maintained secured records is available to you upon request.

Washington State applicants or employees only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**ACKNOWLEDGMENT AND AUTHORIZATION**

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by iprospectcheck.com, 1024 Iron Point Road, Folsom, CA, 95630, 888-808-9997, [www.iprospectcheck.com](http://www.iprospectcheck.com), another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.



DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION  
[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Background Information**

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
(Full Legal Name)

Last Name as it appears on your License or ID Card: \_\_\_\_\_

Other Names/Alias \_\_\_\_\_  
(Full Legal Name)

Social Security # \* \_\_\_\_\_ Date of Birth\* \_\_\_\_\_

Drivers License # \_\_\_\_\_ State of Driver's License \_\_\_\_\_

Present Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

**7 Year Past Address History (please include all addresses lived in past 7 years)**

Past Address \_\_\_\_\_

Past Address \_\_\_\_\_

Past Address \_\_\_\_\_

\*This information will be used for background screening purposes only and will not be used as hiring criteria.



## South Placer Fire District Student Internship Agreement

The purpose of the Intern program is to provide an opportunity for students to complete the requirements for Firefighter 1 certification. Students who have completed an accredited Firefighter 1 academy may complete the experience requirements for Firefighter 1 certification through the Intern program and the Fire Chief may be able to sign the required documentation for certification.

This program will continue the educational practices of the training academy by providing an operational setting to apply the skills. The program is designed for the benefit of the student and will not be used to displace any regular employee. It is recognized that the implementation of this program may, at times, impede the operations of the agency. The student will not be entitled to a job at the conclusion of the period. The student is not entitled to wages or other benefits as an employee of the department but may receive a stipend to defer the cost of participating in the program.

- You will be expected to be present for all assigned shifts.
- You may request and be granted time off by your immediate supervisor for illness, or excused family obligations. You may not be absent for more than three shifts per month.
- You will be paid a stipend \$60.00 per shift to offset the cost of participation in the program.
- You will be credited for a full day if you complete a full 24 hour shift. Shifts of less than 24 hours will be credited for training time and will not be compensated with the stipend.
- You will be required to complete a time recording document, indicating the number of days and hours completed during each month.
- You will be expected to conduct yourself, on and off duty, in a manner that reflects positively on the Fire Department
- This agreement is in effect for one year from the date of execution.
- At no time will an Intern exceed 984 hours of participation in the program.

I understand the requirements of the Student Intern Firefighter Program and accept the above guidelines.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## South Placer Fire District Student Internship Acceptance Letter

Date: \_\_\_\_\_

RE: ACCEPTANCE AS INTERN FIREFIGHTER

Deputy Chief Eric Walder:

I understand that I have been offered the position of Intern Firefighter with the South Placer Fire District. I understand that this position is considered a "training" position and as such has no associated compensation or benefits.

I understand that this position is "at-will" and that, as a result, I may be terminated at any time for any reason or no reason. I have been given a copy of the internship description for the position and understand my term of appointment shall not exceed 12 months. I understand that even though the South Placer Fire District ("District") is a public entity, the mere fact that I am a Intern Firefighter does not confer upon me any right to any specified term of employment. I understand that I have no vested right to my position, nor any property interest in my position, which would require that I be given notice prior to receiving any discipline, including termination, any pre-disciplinary hearing, or any post-disciplinary evidentiary hearing.

I understand that no employee or officer of the District has the authority to guarantee me employment, or has the authority to limit the right of the District to impose discipline, including termination, on me at any time, for any reason or no reason, with or without notice.

With these understandings, I hereby accept the position of Intern Firefighter with the District.

Signature of Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Print name of Intern: \_\_\_\_\_

Eric Walder: \_\_\_\_\_ Date: \_\_\_\_\_  
Deputy Chief