



Bigfork Fire District

810 Grand Dr, Bigfork, MT 59911

406-837-4590 406-837-4690(fax)

www.bigforkfd.com

We appreciate your interest in the Bigfork Fire Department and your community. Your application is important to us and we want you to know what to expect from this process:

- Meeting with Department member & tour of facilities.
- Complete and return application packet:
 - Application
 - Release for background investigation (notarized)
 - Release for driving record search
 - Confidentiality agreement
- Interview with selection committee.
- After completion of background check, you will be required to have a post-hire physical and post-hire drug test paid for by the department.
- Start attending Wednesday night Fire Dept. meetings/trainings.
- Gear assignment and begin training.

Contacts

- Bigfork Fire Hall - 837-4590

Thank you for your interest of becoming a member of the Bigfork Fire Department. We are proud of the emergency services that we provide to our community. Our members are the foundation of this organization. Being a member of the Bigfork Fire Department includes a commitment to fellow members, the citizens of Bigfork and to the residents of the surrounding areas that we serve. This commitment must be backed with individual responsibility and accountability. Before completing the application, it is important to understand what will be expected of you as a member.

Below are seven (7) values we hold essential, that each member shall commit to:

1) **Commitment**

Being a member of the Bigfork Fire Department is a commitment to the citizens of Bigfork, the organization, and to the other department members, to be ready and to respond in the time of need. The Department is a very diverse work force but the one thing that is shared is the sincere desire to serve the citizens of Bigfork. It is our mission to deliver safe and effective emergency response, being entrusted with people's lives and property.

2) **Accountability**

Members are provided with supervision, training, equipment, procedures, and feedback necessary to prepare and guide them. However, each member is responsible for his/her own performance and conduct. Each member's standing in the organization is ultimately determined by his/her conduct and performance.

3) **Respect**

It is paramount that all persons be held in right and proper esteem, regardless of age, gender, race, creed, economic status, or any other aspect of diversity. All persons, both the public and Department members deserve to be treated with courtesy, politeness, civility, and consideration no matter what the circumstances.

4) **Discipline**

Members are expected to manage their behavior in a manner that conforms to the standards, Rules and Regulations of the department. Members are to conduct their lives in a fashion that reflects the highest morals and ethics that the public expects, when both on-duty and off.

5) **Integrity**

The public entrusts us with their lives and property in times of crisis. Such responsibility demands the highest level of Truthfulness, Honesty, Reliability, Decency, Morality and Honor. The public can be at ease knowing their possessions are in the charge of personnel of such high standards.

6) **Leadership**

In an organization, there are formal leaders while others are informal leaders. Leadership is taking the initiative and doing the right thing at the right time, while guiding and encouraging others to do the same. We all have the ability to lead within us. Actions speak louder than words.

7) **Teamwork**

Members are the foundation of an organization. A Department can only be as strong as the sum of its membership. The ability of the members to work together toward a common goal dictates whether an organization is successful or not.



Bigfork Fire Department Application

Name: (First) _____ (Middle) _____ (Last) _____

Physical Address: _____ Mailing Address: _____

Phone # Home: _____ Cell: _____

Email address: _____

Driver License Number: _____ (State) _____ DOB / / _____

Residence History: (List all the places you have lived in the last five years, not including current address)

Dates	Address	City	State	Zip	Landlord (if applicable)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Employment History: (include the last five years starting with most current)

Employer	Address	Phone#	Supervisor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

For additional space use back of page

Emergency Service Experience: (List any Emergency Service experience, Fire, EMS etc.)

2. EDUCATION & TRAINING:

Circle last grade completed - Grade 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4 Masters ____ Doctorate ____

Name & Address of School	Major Course studied	Graduated or degree (Y or N)	Average Grade
Last High School Attended/Address:			
College or University/Address			
College or University/Address Other School (Technical, Vocational, Graduate, etc.) /Address			

List any scholarships, academic honors, awards or special achievements:

Personal References: (List three references of people not related to you)

Name	Address	Phone
<hr/>	<hr/>	<hr/>
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Have you ever been convicted of a felony? (If yes, please explain)

Have you ever been convicted of a misdemeanor or traffic offense? (Yes / No)

Date	Offense	County	Disposition
<hr/>	<hr/>	<hr/>	<hr/>
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Medical Certifications:

Emergency Medical Training:

EMT-F EMT-B EMT-I EMT-P

List any endorsements: _____

Please provide copies of State and National EMT Cards, Healthcare Provider Card, and Immunizations. (Hep A, Hep B, MMR, Tdap, Varicella, TB)

I certify that the information on this application is true and correct to the best of my knowledge. Any falsehoods, misrepresentations, misstatements or omissions on this application shall subject me to disqualification or dismissal.

Signature: _____ Date: _____

DO NOT WRITE HERE: (Administrative Use Only)

Date Received: _____ Date Interviewed: _____

Comments: _____

Accepted? _____ Date: _____ Type of Membership: _____

Probationary beginning date: _____ Recommended probation to end: _____

Notes: _____

BIGFORK FIRE DISTRICT
810 GRAND DRIVE
BIGFORK, MONTANA 59911
PHONE: (406) 837-4590 FAX: (406) 837-4690

I, _____, am seeking employment or volunteer assignment with Bigfork Fire District. I acknowledge that an investigation into my background is to provide safety for employees and patients of Bigfork Fire District. I hereby expressly and voluntarily give Bigfork Fire District the right to make this investigation of my past employment, education, and activities. I specifically authorize the release of any and all information of a confidential or privileged nature, including confidential criminal record information to the employees of Bigfork Fire District and its agents. I understand that Bigfork Fire District reserves the right to use any lawful method of investigation that, in its sole discretion, it deems reasonable and necessary.

I hereby release Bigfork Fire District and any organization, company, institution, or person furnishing information to Bigfork Fire District and its employees as expressly authorized above, from any liability for damage which may result from any dissemination of the information requested.

In addition, by my signature below, I waive any right of discovery for any findings, or results of any background investigation by the Bigfork Fire District, or any organization, company, institution, or person providing information to the Bigfork Fire District.

This document is effective until revoked in writing by me.

SIGNATURE

DATE

PRINT FULL NAME: _____

PRINT FULL ADDRESS: _____

CITY

STATE

ZIP

BIRTH DATE: ___/___/___ SSN#: ___/___/___ DRIVER LICENSE#: _____ STATE _____

STATE OF Montana)

: Sis.

County of Flathead)

Signed and sworn to before me this ____ day of _____, 20___, by _____
Printed name of applicant

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notary seal the day in this certificate first above written.

(Seal)

Notary Public, State of Montana

County of _____

My commission expires _____

Confidentiality Agreement

This confidentiality Agreement (this "Agreement") is made effective as of _____,
by and between Bigfork Fire District of 810 Grand Dr. Bigfork, MT 59911 and
_____.

Confidentiality

_____ recognizes that Bigfork Fire District has and will have information regarding matters such as personal and medical, and other vital information (collectively, "Information"), which are valuable, special and unique assets of Bigfork Fire District.

As a member, _____ agrees that he/she will not at any time or in any manner, directly or indirectly, divulge, or communicate in any manner any information about patients treated or transported to any third party without the prior written consent of Bigfork Fire District. As an employee, _____ will protect the information and treat it as strictly confidential. A violation by _____ of this paragraph shall be a material violation of this Agreement and will justify legal and/or equitable relief. As a member, discipline will be determined based on the severity of the breach and will include suspension and possible termination of membership.

EMPLOYER:
Bigfork Fire District

By: _____ Date _____
Jeremy Patton, Chief

Employee: _____ Date _____

Print Name: _____



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BIGFORK FIRE DISTRICT

DISCLOSURE & RELEASE FORM

In connection with my application for employment (including contract for services) with Bigfork Fire District, I understand that motor vehicle reports, which may contain public record information, may be requested from the department of motor vehicles agency. These reports may include but are not limited to the following type of information: name, address, social security number, date of birth, driver license or I.D. number, and driver record. I also understand that the information included in such reports will be taken into consideration in deciding whether to offer me employment.

I authorize, with reservation, any party or agency contacted by Bigfork Fire District to furnish the above-mentioned information.

I understand that:

- Bigfork Fire District obtains all drivers and vehicle information directly from the various state department of motor vehicles (or a corresponding agency) and does not maintain its own database of driver and vehicle information.
- Bigfork Fire District acts only as a courier and has no control over any of the information that a state discloses in my driver record or vehicle report.
- If there is something inaccurate on my driver or vehicle report, I must contact the department of motor vehicles directly to have the information corrected or updated.

I hereby authorize procurement of motor vehicle records. If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure motor vehicle reports at any time during my employment (or contract) period.

Print Full Name: _____ Date of Birth: _____

Driver's License #: _____ Issuing State: _____ Exp. Date: _____

Applicant's Address: _____

Applicant's Signature: _____ Date: _____