



City of
Moundsville
Application For Employment



Moundsville Fire Department



Firefighter's Civil Service Commission
Fred Brunner *James Kudlak* *Colin Simmons*



City of Moundsville

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INTRODUCTION

The Moundsville Fire Department is a Civil Service Department subject to the provisions of WV Code 8-15-11. The testing process is under the direction and supervision of the City of Moundsville Firefighter's Civil Service Commission.

For your application to be accepted for consideration, you must correctly complete the enclosed Accident Waiver. Two witnesses must also sign the waiver. **This form must be returned to the City Clerk's Office at the City Building prior to the testing date.** Any false statement made in this application may disqualify the applicant from taking the examination or subject the applicant to be dismissed, if employed.

The physical agility testing phase is a pass/fail segment. Failure of any element of the physical/agility screen will exclude the candidate from proceeding in the testing.

The examination process is given in two parts and begins with the physical agility. Successful passage of the physical agility examination will be required before a candidate is permitted to proceed to the written examination. The date and place of the written examination will be announced after the physical agility has been administered. Candidates are urged to prepare for both examinations.

Test scoring will be done by members of the Firefighter's Civil Service Commission. A minimum standard score of 70% on the written exam must be achieved by the candidate. Those candidates achieving the minimum score or greater will have their name posted at the Moundsville City Building.

All the names of the candidates successfully completing the physical/agility testing and written testing will be placed in order of score on an "Eligibility List." The eligibility list shall remain valid for a period of three years or until such time that the Firefighter's Civil Service Commission conducts a new test.

It is the responsibility of each candidate on the eligibility list to inform the City of Moundsville Fire Department of any changes in address, phone number, or employment status.

The Firefighter's Civil Service Commission will award preference point according to the West Virginia State Code and the City of Moundsville Ordinances. Certified documentation will need to be provided in accordance with the West Virginia State Code at the time the application is returned to the City Clerk.



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BENEFITS

- 40 Hour Work Week, overtime availability likely
- Salary: \$39,104.00
- Health, Dental and Vision Insurance, family plan – Fully funded by the City of Moundsville (First day of following Month after hire)
- Worker's Comp coverage
- Employer Contribution to MAX105 – Covers all but first \$100.00 or \$200.00 of your deductible (First day of following Month after hire)
- Life insurance – Fully funded by the City of Moundsville (Eligible at 180 days)
- Fire State Pension Plan – (Eligible from 1st day of employment with up to 8.5% Employer Match)
- Sick Leave: 96 Sick hours per Year (Start accruing time immediately, 48 hrs. available on 6-month anniversary) *Employee accrues 8 hours every month. Maximum Accumulation 240 days.
- 1 Week Paid Vacation upon hire (to be used within hire date and December 31st of that year), and then 80 Vacation hours per year (1 week January 1st to be used at employee's discretion, 2nd week granted on employee's 1 year anniversary to be used by December 31st of that year.) Effective July 1, 2023
- Sign on bonus of \$2,000– Requires a two-year agreement
- Retirement: 20 Years Honorable Service - 50 years of age
- Clothing allowance (\$225.00 in February and July every year)
- Additional Clothing Allowance (December of every year) *Council Votes Annually
- Longevity Bonus (\$100.00 per year at the start of employee's 3rd year with the City) **Amount Subject to change
- Full time Employees receive an annual pool pass to Four Seasons Pool/Spouses and Children under the age of 18 in the employee's household receive an annual pool pass at 50% of the annual rate.

If you have questions, telephone (304) 845-2050 during the hours of 8:00 A.M. to 4:00 P.M.



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FIREFIGHTER'S CIVIL SERVICE COMMISSION CITY OF MOUNDVILLE

The Moundsville Firefighter's Civil Service Commission will be accepting applications to establish an eligibility list from which future vacancies for the position of firefighter may be filled. The application documents must be printed in ink or typewritten. It should be understood that the City of Moundsville will select the candidates from the list developed by the Firefighter's Civil Service Commission. The responsibility for final hiring of an individual rests with the City of Moundsville.

QUALIFICATIONS:

AGE: Not less than 18 nor over 35 years of age at time of closing date of application.

EDUCATION:

High School Diploma or Equivalent.

OTHER:

Must have a valid Driver's License from the state of residence on date of hire and maintain license thereafter for term of employment. Obtain EMT (Emergency Medical Technician) license within one year from date of hire and maintain license thereafter for term of employment. Applicant must be of good moral character, of temperate habits and able to perform the essential functions (physically and otherwise) of the position NFPA1001 STANDARD OF FIREFIGHTER'S PROFESSIONAL QUALIFICATIONS WILL APPLY.

NEPOTISM:

The attached provisions of the policy dealing with nepotism does not preclude an applicant from taking the test or being placed on the qualified list. However, this policy of the city of Moundsville may preclude consideration of an otherwise qualified candidate. You will need to read and sign the nepotism policy detailed in the application.

VETERANS' PREFERENCE:

Points for veterans' preference will be given in the following manner - 1 point for each full year of active military service to a maximum of 5 points. Evidence of active service will be required prior to the final individual cumulative score being determined. All service must be honored with a honorable discharge given for the total active duty. Service will be in full year increments. As mentioned, all service must be active-duty time with no counting or reserve or national guard service being given if it is less than one full year of continuous active duty. a copy of your DD-214 (Discharge) notarized by the County Clerk or other certified notary and must be submitted with application to get credit for Veteran's Preference Point.



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ACCIDENT WAIVER FORM:

All applicants are required to submit a signed “Accident Waiver Form.” The Accident Waiver Form is attached to and constitutes a part of the application.

PHYSICAL FITNESS AND AGILITY TEST:

This test will be administered to all those applicants who have a completed and returned an application.

WRITTEN EXAMINATION:

This examination will be practical in character and will be related to such matters as will fairly and fully test the comparative Merit and Fitness of the person(s). You must achieve a passing score on this examination to qualify for the physical fitness and agility test. A photo I.D. is required to receive a written test.

The test will last no longer than two hours. The result will be posted in the City Building, the results will include all candidates with a successful passing score of at least 70 or better arranged in correct scoring order with veterans preference added.

APPRENTICESHIP PROGRAM:

Original appointments to paid fire department shall enroll and complete the requirements of an “Apprenticeship Training Program for the Occupation of Firefighter,” as registered with the Bureau of Apprenticeship and Training of the United States Department of Labor as adopted by the Moundsville Fire Department.

APPLICATION FOR EMPLOYMENT:

A standard City of Moundsville application for employment must be completed with supporting documents.



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PLEASE PRINT

Date of application: _____ Position(s) applying for: _____

Full Name:
Full Address:
Phone Number(s):
E-mail:

If you are under the age of 18, can you provide required proof of your eligibility to work? 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 currently employed? Yes No

May we contact your present employer? Yes No

Are you currently on "lay-off" status and subject to recall? Yes No

Have you ever filed an application with the City of Moundsville? Yes No

If yes, give the dates. _____

Have you ever been employed with the City of Moundsville? Yes No

If yes, give the position and dates. _____

On what date would you be available to begin employment with the City of Moundsville? _____

Can you travel if the job requires it? Yes No

Are available to work: Full Time Part Time Shift Work Temporary (Please check all that apply.)

Have you been convicted of a felony? **Conviction will not necessarily disqualify an applicant from employment.* _____

If yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status.



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Education

	Name and Address of School	Course of Study	Years Completed	Diploma or Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Experience

Describe any apprenticeships, specialized training, job-related training and extra-curricular activities. Also include any equipment or machinery you are familiar with.

Computer Skills -

Are you proficient using: Microsoft Word Yes No Excel Yes No Outlook Yes No

Additional Information

State any additional information you feel may be helpful to us in considering your application.

References

Name	Address	Phone Number
1		
2		
3		



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Employment Experience

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

Employer		Dates Employed		Work Performed
Address		From	To	
Phone Number		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	
Reason For Leaving				

Employer		Dates Employed		Work Performed
Address		From	To	
Phone Number		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	
Reason For Leaving				

Employer		Dates Employed		Work Performed
Address		From	To	
Phone Number		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	
Reason For Leaving				



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Employment Experience Continued

Employer		Dates Employed		Work Performed
Address		From	To	
Phone Number		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	
Reason For Leaving				

Employer		Dates Employed		Work Performed
Address		From	To	
Phone Number		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	
Reason For Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

**You may exclude membership which would reveal gender, race, religion, national origin, age, disability or other protected status:*



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AUTHORIZATION AND RELEASE TO OBTAIN INFORMATION

I, _____ authorize the Moundsville Police Department to conduct a personal background investigation in connection with my application for employment.

This investigation may include information from current and/or former employers, educational institutions, physicians and/or medical records, mental health records, listed personal references, and/or other appropriate sources.

I fully understand all information gained from such an investigation is confidential and will be released only to authorized persons in the employment process.

I agree to give any further information which may be required and hereby certify that there are no willful misrepresentations, omissions, or falsifications in any of the applications and/or documents furnished for the position and/or answers to questions. I am aware that should an investigation disclose any willful misrepresentations, omissions or falsifications, my application will be rejected; or if already employed, my employment may be terminated.

I hereby release the Moundsville Police Department, Moundsville, West Virginia and any of its agents or representatives, and any persons so furnishing information, from any liability for damages from the release of records, documents, and other information for the investigation made by the Moundsville Police Department.

****All applications shall have signature notarized prior to turning in application.**

Signature: _____

Date: _____

STATE OF WEST VIRGINIA, MARSHALL COUNTY, MOUNDVILLE, WEST VIRGINIA

On this ____ day of _____, 20____, _____ whose name is signed to the foregoing instrument, personally appear before me, acknowledged the foregoing signature to be his/hers, and having been duly sworn by me, made oath that the statements made on the said instrument are true.

My commission expires _____.

Notary Public



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PERSONAL BACKGROUND INFORMATION

This information is to be used solely by the Moundsville Police Department for background investigation.

Name:	
Address:	
Driver's License Number:	State:
Social Security Number:	Date of Birth:
Place of Birth:	



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EMPLOYEE NEPOTISM POLICY REGULATIONS

The purpose of a nepotism policy is to establish policy for the employment of immediate relatives in order to assure the reality and appearance of fairness in the best interest of the City.

It is the City's policy that immediate relatives will not be employed in regular full-time or regular part-time positions where:

1. One relative would have the authority to supervise, appoint, remove, discipline or evaluate the performance of the other.
2. One relative would be responsible for auditing the work of the other.
3. Other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the City's interest and their own.

Where business necessity requires the limitation of employment opportunity of spouses, the means chosen to meet the business necessity shall be those which have the least adverse impact on spouses or members of either sex. For example: The exclusion should be limited to the job, work crew, shop or unit where the reason for exclusion exists, and should not bar the person from the whole work force, unless the reason applies to the whole work force. When it is necessary to exclude a person because of what his or her spouse does, then the employees will be asked to determine which spouse shall keep the job. The City may require one spouse to quit 60 days after marriage if they become in violation of this policy and a mutually-agreeable solution cannot be reached between the City and the employee.

DEFINITIONS:

Immediate Family - Includes spouse, child, parent, brother, sister, grandparents, parent-in-law, daughter-in-law, son-in-law, grandchildren, aunts and uncles.

ADOPTED: March 6, 2012

I certify, as the applicant for a position with the City of Moundsville, I am in compliance with the attached nepotism policy currently in effect in the Policy Regulations.

SIGNATURE: _____

DATE: _____



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ACCIDENT WAIVER

WHEREAS, the Fire Civil Service Commission of the City of Moundsville, West Virginia has called examinations to be held for the position of FIREFIGHTER.

WHEREAS, _____, the undersigned, residing at

_____, State of _____, has presented to said Civil Service Commission my signed application to participate in this examination and have been informed that as a part of the examination given for this position, it will be necessary for me to demonstrate my strength, endurance and physical agility in a series of tests.

NOW, THEREFORE, I, for myself, my heirs, executors, administrators, or assigns hereby waive any or all claims against the City of Moundsville, its officers, and employees and the Fire Civil Service Commission, and now or hereafter to accrue for, on account of, because of any injury or damage that I may sustain because of, in connection with, or an account of this physical, strength, agility, and endurance test and hereby release the City of Moundsville, its officers and employees and the Fire Civil Service Commission from any or all liability or claim for damages for any injury occurring as a result of these tests.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this _____ day of

_____, 20 ____.

SIGNED: _____

WITNESS: _____



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I, _____, certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge an Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant: _____

Date: _____

NOTES: _____

