



SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

July 30, 2019

Dear Applicant:

We are currently in the process of reviewing applications for the position of Volunteer/Paid Call Firefighter. If you are interested in this position, you will need to do the following:

1. Attend the mandatory orientation on Friday, August 30, 2019 from 6:00 p.m. to 7:00 p.m. at the Scotts Valley Fire Protection District (SVFPD) Station 1, 7 Erba Lane, Scotts Valley. Please call the SVFPD Administrative Office during business hours by Wednesday, August 28, 2019 to confirm you will be attending the Volunteer Orientation. Please bring the following documents to the orientation:
 - The enclosed completed Application and Volunteer/Paid Call Interest Sheet
 - The enclosed Privacy Form authorizing the SVFPD to review your DMV Report
 - A copy of your DMV Drivers License Report (Printed within the last 30 days)
 - A copy of your High School Diploma or GED
 - A copy of your CPR Card and Advance First Aid Card or equivalent
 - A copy of your CPAT Card issued within the last year (can be submitted at the time of your Interview)
2. If you have not submitted a copy of your CPAT Card, you will need to bring a copy to your Interview. The CPAT is a physical agility test given by the California Firefighters Joint Apprentice Committee. For information on taking the CPAT Test, visit the CFFJAC website at www.cffjac.org (type in CPAT Card on the website search bar). The CPAT Test dates will be posted for the Livermore Training Facility on the website. The CFFJAC contact number is (877) 648-2728 and the email address is cpat@cpf.org.
3. After your DMV report has been cleared by our insurance carrier, you will be scheduled for an Interview between 5:00 – 9:00 p.m. on September 16 or 17.
4. You will be required to pass a background check and medical physical, which will be scheduled after successful completion of the Interview.

Failure to complete the above process will disqualify your application. Enclosed is the Volunteer Hiring Policy 1509 for your reference. If you have any questions, please don't hesitate to call our office.

Captain Andrew LoFranco

Enclosures



SCOTTS VALLEY FIRE PROTECTION DISTRICT APPLICATION AND PERSONNEL FORM

PERSONAL INFORMATION	NAME: _____	Last	First	Middle
	PRESENT ADDRESS: _____	Street	City	Zip
	MAILING ADDRESS: _____	Street	City	Zip
	HOME PHONE: () _____			
	ARE YOU OVER 18: YES () NO ()	PLACE OF BIRTH: _____		
	U.S. CITIZEN: YES () NO ()	DRIVERS LICENSE NO.: _____		
	IN CASE OF EMERGENCY NOTIFY: _____	PHONE NUMBER: () _____		
	ADDRESS: _____	Street	City	Zip
	RELATIONSHIP: _____			
	EMPLOYER: _____			
ADDRESS: _____	Street	City	Zip	
SUPERVISOR: _____	PHONE NUMBER: () _____			
JOB TITLE: _____	BASIC DUTIES: _____			
CURRENT EMPLOYER: YES () NO ()	MAY WE CONTACT YOUR SUPERVISOR: YES () NO ()			
EMPLOYER: _____				
ADDRESS: _____	Street	City	Zip	
SUPERVISOR: _____	PHONE NUMBER: () _____			
JOB TITLE: _____	BASIC DUTIES: _____			
MAY WE CONTACT YOUR SUPERVISOR: YES () NO ()				



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VOLUNTEER/PAID CALL FIREFIGHTER (PCF) INTEREST FORM

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____

CELL PHONE: _____

EMAIL: _____

FIREFIGHTER/MEDICAL CERTIFICATIONS: _____

ARE YOU A MEMBER OF CALPERS BY PREVIOUS EMPLOYMENT (EITHER YOU HAVE FUNDS ON DEPOSIT OR SERVICE CREDIT): YES NO

DATE: _____

SIGNATURE: _____

NOTE: Please fill out completely and legibly.



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Privacy Form

Date: _____




I, _____ give permission to the Scotts Valley Fire Protection District
(Applicant name – PLEASE PRINT)

and ANB Insurance to review my driving record from the State Department of Motor Vehicles. I
acknowledge that my driving record may have a bearing on my employment or volunteer eligibility.

Sincerely,

(Signature)

Please complete and return this form with your DMV Drivers License Report printed with in the last 30 days.

Scotts Valley Fire Protection District	
POLICY: 1509	SUBJECT: Volunteer Hiring
DATE APPROVED: 10/10/2018	
BOARD PRESIDENT: 	FIRE CHIEF: 

Policy 1509: Volunteer Hiring


The Volunteer Candidate must meet the following minimum qualifications and participate in a selection/testing process:

- Citizen of the United States or a permanent resident alien who is eligible for citizenship.
- Minimum of 18 years of age.
- High school graduate or tested equivalent.
- Must reside within a 15 mile travel distance to the Scotts Valley Fire Protection District (SVFPD) headquarters station.
- Must possess and maintain a valid Class C California Driver's License.
- Must be "insurable" to drive and operate SVFPD vehicles as defined and determined by the SVFPD insurance carrier.
- Must pass a medical physical examination as outlined by the SVFPD Standard Operating Procedures, including a drug test.
- Good physical condition and agility.
- Possess a valid "Advanced First Aid" card, equivalent, or higher.

In the event that a Volunteer is a member of another fire agency, said volunteer shall treat SVFPD as their "Priority" agency. The other fire agency's activities and requirements shall not infringe, nor impair the Volunteer's ability to fulfill their responsibilities and obligations to SVFPD.

Any person wishing to become a Volunteer Candidate will submit a SVFPD application to the administrative office. Applications submitted will be reviewed and screened to determine if the applicant meets all requirements.

The SVFPD will maintain a file of interested candidates. All qualified candidates on file will be invited to take part in the testing process. Candidates will be required to respond in writing to confirm their continued interest before proceeding with the testing process.

Scotts Valley Fire Protection District	
POLICY: 1509	SUBJECT: Volunteer Hiring

Candidates for Volunteer positions shall complete the following process:

1. Application submission and screening for minimum requirements to participate in the testing process.
2. Review and approval of driving record by the SVFPD liability insurance carrier.
3. Possess a current CPAT card.
4. Oral interview.
5. Medical physical evaluation by the SVFPD designated physician, including a drug test.
6. Comprehensive background check.

Unacceptable ratings, incompleteness or failure of any of the above testing components will be cause for disqualification of the candidate.

Scores from the oral interview process shall be used to determine and establish an eligibility list. A minimum of 70% is required to pass the oral interview.

The eligibility list shall remain in effect for one year from the time of the first appointment. This list may be terminated or extended by the Fire Chief.

Newly appointed Volunteer Candidates shall be required to successfully complete a comprehensive training academy, unless the required certifications have already been obtained from a previous fire academy.

All newly appointed Volunteer Candidates shall be on Probationary Status during the academy and for a period of one year from the date of academy graduation.

Volunteer is an unpaid training position. Upon successful completion of the fire academy, and at the discretion of the Fire Chief, the Volunteer will be promoted to Probationary Status Paid Call Firefighter (PCF).