



DUNCAN FIRE DEPARTMENT

720 W. Willow Avenue ♦ Post Office Box 969 ♦ Duncan, Oklahoma 73534-0969
Office (580)251-7728 ♦ Facsimile (580)255-1710

Position of Firefighter

The City of Duncan is accepting applications for the position of Firefighter. The starting base salary for this position is \$ 36922.13 for persons with no experience to \$ 38867.87 for persons with required training.

Requirements:

- Be a citizen of the United States
- Be 18-45 years of age at time of hire
- Have a high school diploma or GED
- Must be able to pass a Firefighter oriented aptitude test and physical agility test
- Must be able to meet the requirements of the State Pension Board
- Must have a valid State of Oklahoma driver's license, with a driving record suitable to the City of Duncan Insurance Carrier
- Must have no Felony Convictions
- Applicants must have an Honorable Discharge if prior military service
- **Applicants with required training may be given hiring preference**
- **Applicants need to supply a current driving report from DMV with application**

Benefits:

- Insurance (health, dental, vision)
- 22yr. retirement through the State Pension System
- 24hr./48hr. work schedule
- Uniform allowance
- Vacation leave
- Sick leave
- College degree pay incentives
- EMT basic/advanced/paramedic pay incentives
- Longevity pay
- Monthly built in overtime with the possibility of extra

Applications are required and are available on the
City of Duncan's website, www.duncanok.gov.

Completed applications may be mailed to City of Duncan, ATTN: PERSONNEL, P.O.Box 969
Duncan,OK 73534 or delivered to the application drop box on the 2nd floor at City Hall. Fax: (580) 255-1710
Email: hr@duncanok.gov. If you have any questions you may contact Duncan Fire Department at (580) 251-7728.

CITY OF DUNCAN

Employment Application



We offer equal employment opportunities to all persons without regard to race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status.

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.		Desired Salary \$	
Position Applied for: (1 application per position)					
Do you have the legal right to work in the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you 18 years of age or older? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Do you have any relatives working for City of Duncan?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, list name, relationship, and department	
Driver's license information:					
Number:		State:		Expiration Date:	
EDUCATION					
High School			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
REFERENCES					
<i>Please list three professional references.</i>					
Full Name			Relationship		
Company			Phone ()		
Address					
Full Name			Relationship		
Company			Phone ()		
Address					
Full Name			Relationship		
Company			Phone ()		
Address					

**PREVIOUS EMPLOYMENT – PLEASE GIVE HISTORY FOR THE LAST *TEN* YEAR PERIOD
(USE BACK OF THIS PAGE IF YOU DO NOT HAVE ENOUGH ROOM FOR A COMPLETE TEN YEAR HISTORY)**

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	
MOS (please print)	

OTHER INFORMATION	
A job description for this position is attached and should be read in its entirety before applying. After reading the job description, do you feel that you are able to perform the essential functions of the job, with or without accommodation?	Yes _____ No _____

PLEASE LIST ANY EXPERIENCE YOU HAVE THAT WILL HELP QUALIFY YOU FOR THE POSITION YOU ARE APPLYING FOR:

DISCLAIMER AND SIGNATURE

It is my understanding that the City of Duncan (City) may make a thorough investigation of my entire work history and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigation and the giving and receiving of any information requested by the City, and I release from liability any person giving or receiving any such information. I understand that any material misrepresentation or deliberate omission of a fact in my application, or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.

I agree that, if hired, my employment may be terminated by the City at any time without liability for wages or salary except such as may have been earned at the date of such termination. If requested by the management at any time, I agree to submit to a search of my person or any locker that may be assigned to me, and I hereby waive all claims for damages on account of such examination.

If a conditional offer of employment is extended to me, I agree to submit to a physical and drug test prior to my employment at the cost of the City. I authorize any physician, hospital or lab to release any information which may be necessary to determine my ability to perform the duties of the job I have been conditionally offered. Once a conditional offer of employment has been made, I understand that I must complete and pass a physical and drug test before I can be hired. My background and driver's license check (if applicable) must also be acceptable before I can be hired. If hired, I agree to submit to a medical exam and/or alcohol and drug test according to City policy at the discretion and cost of the City. I authorize any physician, hospital or lab to release any information which may be necessary to determine my ability to perform the duties of my job and/or my compliance with the City's Drug & Alcohol policies.

I understand that the use of drugs or alcohol on the job, or reporting to work with impaired abilities will be cause for immediate dismissal. If extended a conditional offer of employment for a City job that requires a Commercial Driver's License, I understand that the City complies with the drug and alcohol testing requirements of the Department of Transportation for those positions, including random testing.

Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, shift work, a rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of employment if hired.

I further understand that this is an application for employment and that no employment contract is being offered.

I understand that if I am employed, such employment is for no definite period of time and that the City can change wages, benefits and conditions of employment at any time, unless otherwise provided by State Statute.

I HAVE READ AND UNDERSTAND THE ABOVE.

Signature

Date

ADMINISTRATIVE POLICY
CONDITIONS OF EMPLOYMENT IF
DRIVER'S LICENSE REQUIRED FOR POSITION

A background check will be run on prospective applicants that have received a conditional offer of employment. The background checks will include former employment, references, financial, criminal, driving, etc. If a driver's license is required for the job applied for, and the applicant's point level on their driving record is more than 3 points OR the applicant has had their driver's license suspended for any reason in the three year period immediately preceding the date the driving record is checked, the applicant is ineligible for employment. Additionally, if a driver's license is required for the position applied for, and the applicant has been convicted of a DWI or DUI (alcohol or drugs) OR the applicant has pled guilty before a judge of a DWI or DUI (alcohol or drugs), even if the record has been legally expunged in the three year period immediately preceding the date the driving record is checked, the applicant is ineligible for employment.

I state that I have read the above conditions of this job and that I am eligible for employment in the position applied for as of this date.

Date

Applicant