



Uintah City Fire Department

Support Volunteer Orientation Guide

IF YOU...

Want to help others and serve your community

Enjoy working as a team

Enjoy continuous learning

You may be an ideal candidate for a challenging career as a Support Volunteer

This document can be made available in other accessible formats where practicable and upon request.

The following information is for **SUPPORT VOLUNTEER APPLICANTS ONLY**. This does not apply to Fire Fighter Applicants. Please be sure to read this information carefully and keep it close at hand through the application process.

Dear Support Volunteer Applicant,

Thank you for applying with the Uintah City Fire Department for the position of Support Volunteer. We would like to ensure that the responsibility of a Support Volunteer is completely understood because it is not something to enter into lightly. Listed in this guide are the criteria for membership, as well as a step-by-step explanation to assist you as you go through the application process. It also includes an in-depth look at the position of a Support Volunteer. If at any time you have questions you may contact us at ufdsta91@gmail.com

CRITERIA FOR MEMBERSHIP

Applicants must meet the following minimum criteria in order to be considered for membership as a Support Volunteer with the Uintah City Fire Department:

- Must be at least 18 years of age
- Must be a U.S. Citizen or be eligible to work in the United States
- Must be a high school graduate (or equivalent)
- Must not have pled guilty to, entered a plea of no contest, or have been convicted of any felony within any time span or a misdemeanor within the last three years.

WHAT IS A SUPPORT VOLUNTEER

The support volunteer positions are designed to provide individuals within the community an opportunity to participate in the volunteer fire department but are unable, for any number of reasons, to serve as firefighters. It is also a way for the Uintah City Fire Department to utilize those individuals within the community that possess special non-emergency skills that may be of benefit to the department.

As a department, we have become more flexible to parallel the many talents of individuals in our community.

The Support Volunteer assists and supports fire department volunteers in non-firefighting duties. Examples of such duties could include, but are not limited to:

- | | |
|--------------------|---|
| Grant Writing | Fundraising Campaigns |
| Logistic Support | Fire Station Maintenance |
| Clerical Support | Apparatus and Equipment Maintenance |
| Photography | Plumbing, Electrical, HVAC, Welding, Concrete |
| Community Outreach | Copy Writer / Social Media Marketing |

These examples are not limited to the above – the key is that the position should be beneficial to the specific needs of the Uintah Fire Department, and are within the experience and skills of the individual.

Support Volunteers are expected to attend occasional training sessions and meetings as needed and scheduled as far in advance as possible to provide the most minimal impact on family and professional lives of our volunteers.

Support Volunteers do not have a minimum response time to the station as the volunteer fire fighters of the department do. Support Volunteers however should live within the proximity of the city of Uintah to have as minimal impact on the volunteer as possible.

APPLICATION PROCESS

Submit the following items to Uintah City Hall located at 2191 East 6550 South, Uintah UT 84405 (**note: All Items must be submitted in order to be considered for membership**)

1. City of Uintah Fire Department Application
2. Two Reference Letters. Letters must be from present or past employers, counselors, teachers, etc. (not personal friends or relatives)
3. Completed Volunteer Assessment Form included in this packet.
4. Copy of your State of Utah, Bureau of Criminal Identification criminal background check

Upon receipt of the above documentation, the applicant will be contacted by the Fire Chief or a Deputy Chief to schedule a time to meet with the Fire Chief and Deputy Chiefs to discuss the level of commitment and activities the support volunteer can and should expect with respect to their completed Volunteer Assessment Form.

Once accepted, the Support Volunteer will be assigned a mentor to become acclimated in the Support Functions of the Department and how they can best support the department. This may require volunteering time during regular training meetings, or at other times that the full department is not meeting.

Being a support volunteer can be rewarding, as well as a time consuming responsibility. It is something that each applicant should give a lot of thought to, before making the decision to become a support volunteer. We suggest that you discuss the possibility thoroughly with the significant people in your life and weigh all of your other personal and professional obligations before making a decision to become a member. If, after careful consideration, you are still committed to becoming a support volunteer, we welcome and encourage you in this endeavor.



UINTAH FIRE DEPARTMENT

SUPPORT MEMBERSHIP APPLICATION

We welcome you as an applicant to be a volunteer firefighter. Your application will be kept on file and considered with others for the position of volunteer firefighter for a period of one year following the date of the application. Uintah City is committed to the policy that all persons have equal access to its programs, services, activities, facilities and employment without regard to race, color, creed, religion, national origin, sex, age, marital status or status with regard to public assistance.

Please furnish us with complete information. An incomplete application may reduce your opportunity with the department. You are encouraged to attach any additional information which you believe qualifies you for the position. Materials submitted in support of an application cannot be returned. Please make copies to attach to this application.

PERSONAL INFORMATION

NAME _____
LAST FIRST MIDDLE INITIAL

ADDRESS _____
STREET CITY STATE ZIP

HOME PHONE _____ CELL NUMBER _____

E-MAIL ADDRESS _____

Are you 18 years of age or over? Yes _____ No _____ Date of Birth _____

SOCIAL SECURITY NUMBER _____ - _____ - _____

This position involves driving; License number: _____
State: _____
Expiration Date: _____

EMPLOYMENT

Date available: _____ Are you currently employed: Yes____ No _____

Current Working hours: FROM _____ am or pm TO: _____ am or pm.

When not working, I would be available for calls: 25% 50% 75% 100%

May we contact your present employer? Yes_____ No_ ____

Supervisor: Name _____
Phone _____

Your current position or title: _____

Description of duties: _____

Would you be available for Thursday evening training? Yes _____ No _____

Would you be available for some Saturday Daytime training? Yes _____ No _____

Would you be available for weekend fire calls? Yes _____ No _____

Employment History

Current Employer: _____

Address: _____

Phone Number: _____ Supervisor: _____

Title: _____

Principle Duties: _____

Length of Employment: From: _____ to: _____ Total Years: _____

Resignation (Circle One): Voluntary Resignation / Involuntary Resignation / Employed

Previous Employer: _____

Address: _____

Phone Number: _____

Your Title: _____

Principle Duties: _____

Length of Employment: From: _____ To: _____ Total Years: _____

(Circle One): Voluntary Resignation / Involuntary Resignation:

I hereby give UFD permission to contact present/past employer: _____

Initials

EDUCATIONAL INFORMATION

Circle highest grade completed: 10 11 12
College: 1 2 3 4 5 6
Post Graduate: MA MS PHD

Did you graduate High School? Yes _____ No _____ GED Date: _____
High School Name: _____

List any relevant correspondence courses, special courses, or special training
you have taken: _____

List previous Fire Department experience: _____

List any other experience - such as First Aid, EMT or Paramedic: _____

Why would you like to become a firefighter for Uintah City? _____

Do you currently reside within the geographical boundaries of Uintah City?
Yes ____ No ____

Because of lengthy response times and other safety factors, living beyond the boundaries of Uintah City
could factor into applicant's success for departmental membership.

Conviction Information

Uintah City Policy requires both a drug test and background check on all new applicants. The existence of certain types of criminal convictions may be a factor in determining departmental membership. All applicants must pass the drug test.

Have you ever been convicted of a misdemeanor, a felony or other violation of law that has not been annulled, expunged, set aside, purged, sealed or dismissed?

Yes: ____ No: ____

If yes, please explain: _____

Do
you currently have any charges pending against you? Yes _____ No _____
If yes, please explain the nature of the charges: _____

Have you been, or are you now on probation or deferred sentence? Yes _____ No _____
If yes, please explain: _____

Have
you ever been convicted of a DUI or DWI? Yes _____ No _____

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REFERENCES

Please list two references, other than relatives, that have known you at least two (2) years.

NAME	ADDRESS	PHONE #	E-MAIL ADDRESS
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NAME	ADDRESS	PHONE #	E-MAIL ADDRESS
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NAME	ADDRESS	PHONE #	E-MAIL ADDRESS
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IMPORTANT FACTS FOR YOU TO KNOW ABOUT YOUR APPLICATION

Information requested on your application that is defined by State Statute as public may be released on request and includes; job history, education and training, relevant test scores and work availability.

If you are selected as a finalist for a position, your name will become public information. Other information will be considered private and will be used only in conjunction with your possible acceptance. A current driver's license must be shown at the time you submit your application.

This application process is a multi-stepped function that required time to complete. Following the

application submission, the applicant will be asked to appear before a panel consisting of current Fire Officers, to present yourself as a potential member. Following this meeting, your name may be moved forward to become a potential member, or may be rejected, depending on the decision of the Officer Panel and Chief. Applicants will be notified of the department decision. If approved to move forward with membership, your name will be presented to the Uintah City Council, during the monthly fire department report, for discussion and consideration.

READ AND SIGN

I authorize the investigation of all statements contained in this application as may be necessary to arrive at a decision. I certify that all answers to the above questions are true and understand that any false information on or omission of information from this application may be cause for rejection of applicant. Moreover, I hereby release the City of Uintah and any agent acting on its behalf from any and all liability of requesting information relating to this application.

Applicants Signature

Print Name

Date

SUPPORT VOLUNTEER ASSESSMENT FORM

Volunteers Name: _____

Date: _____

Thank you for your interest in becoming a Support Volunteer with the Uintah City Fire Department! Community volunteers bring their skills expertise and passions to the work of the Volunteer Fire Department to allow the UFD to provide the life saving and education services the community expects and deserves. Many opportunities are available throughout the year. To better understand who you are, your skills, and your areas of interest, as well as to identify appropriate volunteer opportunities for you, please complete this form.

General Availability

Please circle which days and general time frames you are available to volunteer:

MON	TUE	WED	THU	FRI	SAT	SUN
Mornings			Afternoons			Evenings

Identifying Specific Skills and Interests

To help identify volunteer activities what will match your skills, please check the appropriate choices below:

Activity Interests

An interest is something that intrigues you or positively motivates you (i.e. something you like to do). Not every interest is supported with a skill

- | | |
|---|--|
| <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Fundraising Campaigns |
| <input type="checkbox"/> Logistics Support | <input type="checkbox"/> Fire Station Maintenance |
| <input type="checkbox"/> Clerical Support | <input type="checkbox"/> Apparatus and Equipment Maintenance |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Plumbing, Electrical, HVAC, Welding, Concrete |
| <input type="checkbox"/> Community Outreach | <input type="checkbox"/> Social Media Marketing |
| <input type="checkbox"/> Website Design | <input type="checkbox"/> Copy writer |
| <input type="checkbox"/> History/Archives | <input type="checkbox"/> Career Advising / Support |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Hosting Events |
| <input type="checkbox"/> Computer Support | <input type="checkbox"/> Legislative Support |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Graphic Design |

Personal Skills

A skill is something you do well (e.g. ability, a competence, a talent, a capacity). Not every skill however is supported by an interest. Some of the things you do well you may do for survival reasons, or because you have to (e.g. balancing a checkbook).

- | | |
|--|--|
| <input type="checkbox"/> General Maintenance | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Graphic Design |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Office Support |
| <input type="checkbox"/> Calling | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Mechanic |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Plumbing, Electrical, HVAC, Welding, Concrete |
| <input type="checkbox"/> Read Building Plans | <input type="checkbox"/> Small Engine Repair |
| <input type="checkbox"/> Computer Systems | <input type="checkbox"/> Website Design |

Please feel free to list any additional skills or interests that may not have been listed above that you feel would be helpful for the Department in matching you with opportunities.

THANK YOU FOR YOUR INTEREST. WE WILL BE IN CONTACT SHORTLY