



Hillsboro Fire Protection District

120 5th St.
Hillsboro, MO 63050
Phone: 636-797-3619
www.hillsborofire.org



11/12/2020

Dear Candidate,

Thank you for your interest in applying for the position of firefighter with the Hillsboro Fire Protection District. The Hillsboro Fire Protection District serves 44 square miles of central Jefferson County Missouri out of 2 engine houses and responds to over 1000 calls for service annually. We are truly an All Hazards Emergency Response Agency responding to fire, EMS, rescue, and other calls.

The Hillsboro Fire Protection District is built upon several core values that can be summed up in one statement: Service above Self. We train hard so we can aggressively (yet safely) protect the citizens and visitors we serve. Our mixture of paid and volunteer firefighters enjoy a family atmosphere at the Hillsboro Fire Protection District. They also enjoy the benefits of having elected officials and a management team who genuinely care and listen to their personnel.

Although these 6 firefighters we are hiring are funded by a SAFER Grant, the district management team will fight to keep these positions permanent after the grant period expires and the district will actively seek a tax levy to ensure these positions are maintained. Regardless of what happens, you will thoroughly enjoy your career as a firefighter with the Hillsboro Fire Protection District.

When you submit your application, please only submit copies of certificates of your Firefighter One and Two, Hazmat Awareness and Ops, EMT License or any other Missouri Division of Fire Safety Certification Level(s) you may have obtained. Additional classes taken may be outlined on your resume. We do not need certificates of every MUFRTI or other training entity classes you may have taken. We appreciate your understanding in this.

Attached to the hiring notice is a timeline of events for the hiring process. Please feel free to reach out if you have any question and we look forward to having you as an employee!

Yours in Service,

Brian Gaudet

Brian Gaudet
Fire Chief

Brian Gaudet
Fire Chief
bgaudet@hbfpd.org

Board of Directors
President Gary W. Boyer
Treasurer Matthew E. Woods
Secretary Marcy D. Wokurka

Jason Darian
Deputy Fire Chief
jason.darian@hillsborofire.org



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Job Announcement

The Hillsboro Fire Protection District is currently accepting applications and resumes for the position of Full-Time Firefighter. The Hillsboro Fire Protection District is hiring 6 full time firefighters to join our team. Current shift schedule is 48/96. These positions are funded by a FEMA SAFER Grant and are for a 3-year period. The Hillsboro Fire District will actively seek the opportunity to ensure these positions are permeant at the end of the grant period, although there is no guarantee. Completed application packets will consist of the completed application, your resume (optional), and copies of you Missouri Division of Fire Safety Certification Certificates, CPR Card and EMS License if applicable. PLEASE do not submit any other certificates from agencies like MUFRTI or other training entities! You may list these classes on your resume.

Applications will be accepted from November 12th, 2020 until December 14th, 2020 at 4:00 P.M. CST. No applications will be accepted after December 14th, 2020 at 1600hrs. The tentative start date for the 6 new firefighters is 2/1/2021. Application packets may be picked up between the hours of 0800 and 1600 at the address on the top of this announcement or online at www.hillsborofire.org. Requirements for the position are as follows:

- 21 Years of Age by 2/1/2021
- High School Diploma or Equivalent
- Missouri Division of Fire Safety Firefighter One and Two Certifications by 2/1/2021
- Missouri Division of Fire Safety Hazardous Materials Awareness and Operations by 2/1/2021
- Ability to obtain a State of Missouri EMT-B License within 3 years of hiring
- Current CPR for Health Care Providers
- Valid Missouri Driver's License
- Employee must be willing to become a Driver/Operator and operate all Fire District Vehicles

Pay and Benefits for the position of Full Time Firefighter are as follows:

- Starting Pay for a Firefighter/EMT is \$35,250.00 plus overtime. Starting Pay for a Firefighter with no EMT License is \$34,250.00 plus overtime.
- Full district paid health insurance for the employee. Family Insurance is available at cost to the employee.
- LAGERS Retirement System at the L-7 and the Rule of 80.
- Access to supplemental insurance such as accident and cancer policies, the district covers no portion of AFLAC
- An optional 457 Retirement Plan is available to the employees, the district covers no cost or puts any additional money into the 457 plan
- Generous vacation time after one year of employment
- Generous sick days after one year of employment with rollover and banking of sick days from year to year
- Short- and Long-Term Disability Insurance
- Uniform Allowance
- Training, Educational and Career Advancement Opportunities

All Firefighters hired under the SAFER Grant are entitled to all the benefits of other Hillsboro Fire Protection District Staff.

For further questions, please contact Chief Brian Gaudet or Deputy Chief Jason Darian at 636-797-3619

Brian Gaudet
Fire Chief
bgaudet@hbfpd.org

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Tentative Hiring Process Timeline

1. Application Period Opening – 11/12/2020 at 8:00 A.M. CST
2. Application Period Closing – 12/14/2020 at 4:00 P.M. CST
3. Ergometrics Testing – 12/15/2020 at 7:00 P.M. CST
4. Practical Skills Exam – 12/22/2020, time to be determined
5. Chief's Interview – 12/29/2020, times to be determined
6. Board Interview – 1/6/2021
7. Hiring Recommendation to the Board – 1/13/2021
8. Candidate Conditional Offer of Employment – 1/14/2021
9. Physicals, Worksteps fit for duty test, drug screening, background check, drivers license check, Weeks of 1/14/2021 – 1/29/2021
10. Orientation Weeks – Candidates will work Monday through Friday from 8:00 A.M. to 4:00 P.M. the weeks of 2/1/2021 – 2/5/2021 and 2/8/2021 – 2/12/2021.
11. Start of Shift – 2/14/2021

For information on the Ergometrics testing process, please visit: <https://www.ergometrics.org/>

HILLSBORO FIRE PROTECTION DISTRICT

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Employment Application

APPLICANT INFORMATION

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		Date of Birth			
Date Available		Social Security No.		Desired Salary XXXXXXXXXX	
Position Applied for					
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? 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?	
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	

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

Please list three professional references.

Full Name		Relationship
Company		Phone ())
Address		
Full Name		Relationship
Company		Phone ())
Address		
Full Name		Relationship
Company		Phone ())
Address		

PREVIOUS EMPLOYMENT

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		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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Date Received _____ Time Received _____