



# Fire Department Overview

The Riverside Fire Department provides Fire, EMS, Rescue, and other specialized services to a suburban community located northwest of downtown Kansas City, Missouri in southern Platte County. Our area of response including to small neighboring cities is approximately 7 square miles. In addition to providing services to residential, industrial and commercial areas, Riverside also has a riverboat casino and hotel complex, a large high school, twelve apartment complexes.

Within our area of response we have the Missouri River which is our southern border, one interstate highway that cuts through our city north & south, a state highway that cuts through us west & east, an interstate highway on our north with a major interchange connecting the two interstates. We also have several smaller lakes of a few acres; we also have a couple of creeks in the city along with a couple of canals in our industrial area.

In addition to the City of Riverside the department has contracts with the Cities of Houston Lake & Northmoor Missouri to provide service.

The Department contracts for its ambulance transports with City of Kansas City and also responds with American Medical Response in the South Platte Ambulance District.

The Department is broken up into four divisions: Operations, Fire Marshal, Emergency Management and Administrative.

- Operations consists of 3 shifts A, B & C that work rotating 48 hours on-duty and 96 hours off duty. Presently each shift consists of a Captain, Lieutenant and 2 firefighters
- Fire Marshal manages prevention, education, plan reviews, investigations among other. Presently this consists of a Fire Marshal and part-time inspector.
- Emergency Management presently consists of an Emergency Manager, who also operates as the department's scene safety officer.
- The Administrative Division comprises the Office of the Chief.

The Department maintains a vigorous in-house training program, along with sending our personnel to outside training to include but not limited to FDIC, MO. winter & summer fire schools and much more.

The department trains for and maintains these specialized areas; technical rescues, Ice Rescues, Swift Water, and Boat operations. We house a regional large scale decontamination trailer for haz-mat. We also supply a Swat Medic to our police swat team.

## Minimum Qualifications

- Minimum 20 years of age (at time of appointment)
- Missouri EMT Paramedic.
- Firefighter 1 & 2, Haz-mat ops
- Valid state Mo, KS issued drivers license
- U.S. Citizen
- High School Diploma or GED (college is preferred but not required)
- Superior communication and interpersonal skills
- Able to work in adverse weather conditions/rotating shifts, weekends and holidays

## Disqualifying Factors

- The commission of a crime classified as a felony under Missouri Statute.
- Non-felony crimes and incidents involving moral turpitude may be a disqualifying factor but will be reviewed on a case-by-case basis.
- Inability to obtain a valid state issued driver's license
- Excessive traffic tickets may be a disqualifying factor but will be reviewed on a case-by-case basis.
- Conviction of a Domestic Violence related crime will be reviewed on a case by case basis.
- Sale, distribution, supplying of narcotics (to include prescription drugs)
- **Any** illegal use or possession of a controlled substance in the past two years (to include prescription drugs) anything after two years but will be reviewed on a case-by-case basis.
- Any misleading or false information on the employment application or provided during the employment process.

## How to Apply

Applications can be obtained in person during business hours at Riverside Fire Department located:

**2990 NW Vivion Road  
Riverside, MO 64150**

Or obtained on-line at: <http://www.riversidemo.com/jobs>

The following documents must be submitted with application:

- Copy of your valid state driver's license
- Copy of your birth certificate
- Copy of your high school diploma or GED certificate
- Copy of your fire related training certificates Pro-Board or IFSAC certified
- Copy of EMS Licenses and Certifications  
(ACLS, PALS/PEPP, PHTLS/ITLS, )
- Copy of your military DD-214

**Completed applications should be turned in to the Riverside Fire Station / Public Safety complex.**

**Applications may also be accompanied by a cover letter and resume.**

**Incomplete, illegible or applications missing any of the above listed documents may not be considered for further processing and may be removed from the process.**

# City of Riverside, Missouri

Department of Public Safety  
2990 NW Vivion Road  
Riverside, Missouri 64150  
816.741.1191

## Application for Employment

Please Print Legibly  
Questions That Do Not Apply Should Be Marked N/A

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Division please check one:  Operations/Communications  Fire  Police

Position(s) applied for: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST MIDDLE

Address: \_\_\_\_\_  
ADDRESS CITY STATE ZIP

Telephone Number: \_\_\_\_\_ Mobile/Pager/Other Phone Number: \_\_\_\_\_ Social Security number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ List any other names you have used: \_\_\_\_\_

List all addresses you have lived at for the past ten years, do not forget zip codes. Use back of page if additional space is needed.

Dates from	To	Street Address	City	County	State	Zip Code

Have you ever been employed here before?  Yes  No

Are you legally eligible for employment in this country?  Yes  No

Date available for work \_\_\_\_\_

Type of employment desired:  Full Time  Part-Time  Intern

Are you able to meet the attendance requirements of the position?  Yes  No

Driver's License number as driving is an essential job function: \_\_\_\_\_ State: \_\_\_\_\_

## Employment History

(List entire employment history. Begin with your current employer.)

From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly rate/salary Start \$ _____ Per _____ Final \$ _____ Per _____	

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City of Riverside is an equal opportunity employer

Updated: 10/2013

# Employment History

(Continued)

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## Skills and Qualifications

Summarize any training, special skills, licenses presently held, and or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. Attach copies.

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## Educational Background

**\*\*Attach copy of High School Diploma, GED and College Degree.**

Check each of the following that you possess: High School Diploma  GED  College Degree

Dates	Name	Address	Degree Diploma

## References

List three references (not relatives) who are responsible adults and who have known you well for at least five years.

(1) Name	Occupation	How long known
Home address	City      State      Zip code	Telephone Number
Work address	City      State      Zip code	Telephone Number
(2) Name	Occupation	How long known
Home address	City      State      Zip code	Telephone Number
Work address	City      State      Zip code	Telephone Number
(3) Name	Occupation	How long known
Home address	City      State      Zip code	Telephone Number
Work address	City      State      Zip code	Telephone Number

List all City of Riverside employees and officials, past and present with whom you have been acquainted. Continue on back if needed.

NAME	HOW KNOWN

**MILITARY STATUS**

\*\*ATTACH COPY OF DD214

Have you ever served in the Army, Navy, Marine Corps, Air Force, and Coast Guard, R.O.T.C. or any other military or semi-military organization? YES  NO  If so list them. If for more than one period, list each period of service.

Month / Year Entered	Discharge Date	Branch or Organization	Type of Discharge	Rank
List all Military Service Numbers:				

**ARREST HISTORY**

The following questions pertain to your experiences in this country and all other countries, other than in reference to traffic violations.

Have you ever been arrested? YES\_\_\_\_ NO\_\_\_\_

If you answered yes to the question above, list the incident(s) in the below section and make certain you attach a separate sheet explaining each in detail.

Date	Charge	Agency / City / State	Disposition / Sentence

## DRIVING HISTORY

Has your driver's license ever been revoked or suspended?      YES      NO

List all drivers licenses you now hold or have previously held. Please list dates and reasons for any suspensions or revocations on separate sheet.

State	Type of License	Expiration Date	License Number

Have you ever attended a court ordered driver improvement school?       YES       NO

When? \_\_\_\_\_ Where? \_\_\_\_\_

List each traffic citation or summons you have been convicted of. List in chronological order starting with the most recent. Use a separate sheet of paper if more room is needed.

Date	Charge	City and State	Disposition

## PERSONAL HISTORY

Have you ever used a prescription drug without a doctor's prescription? If yes, explain below.      YES      NO

Please answer yes or no if you have tried any of the following drugs listed below. If you answer yes, please explain on a separate sheet and include dates of use and amounts.

Hash <input type="checkbox"/> YES <input type="checkbox"/> NO	Cocaine <input type="checkbox"/> YES <input type="checkbox"/> NO	Crack etc. <input type="checkbox"/> YES <input type="checkbox"/> NO
Ecstasy <input type="checkbox"/> YES <input type="checkbox"/> NO	Heroin <input type="checkbox"/> YES <input type="checkbox"/> NO	Opium <input type="checkbox"/> YES <input type="checkbox"/> NO
Barbiturates <input type="checkbox"/> YES <input type="checkbox"/> NO	Amphetamines <input type="checkbox"/> YES <input type="checkbox"/> NO	Inhalants <input type="checkbox"/> YES <input type="checkbox"/> NO (Glue, Solvents, Gasoline, etc)
Hallucinogenic (LSD, Acid, Angel Dust, etc) <input type="checkbox"/> YES <input type="checkbox"/> NO	Marijuana <input type="checkbox"/> YES <input type="checkbox"/> NO	

Have you ever illegally sold or furnished drugs or narcotics to anyone?      YES      NO  
If yes, explain below.

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List any incidents in your life you feel may reflect upon your suitability to perform as an employee with the Riverside Department of Public Safety.  
Explain Below.

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Are you a citizen of the United States?      YES    NO    If naturalized, attach proper documentation.

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by Local, State or Federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of this employer other than an authorized officer has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing, signed by an authorized officer.

I understand it is the City of Riverside's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired I will be required to provide proof of identity and legal work authority.

**Notice**

**Applications must be accompanied with copies of:**

- **Valid state drivers license**
- **Birth certificate or naturalization papers**
- **High school diploma or GED certificate**
- **Military: DD-214 (if former military)**
- **Fire training certificates**
- **Any other educational or training certificate you would like considered**

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Applicants Signature

Date                    /                    /

Applicant Name

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LAST

FIRST

MIDDLE