



**ST. MATTHEWS FIRE PROTECTION DISTRICT**  
**240 SEARS AVENUE**  
**LOUISVILLE KENTUCKY 40207**  
[www.stmatthewsfd.com](http://www.stmatthewsfd.com)

Please submit with application the certificates, licenses, or documentation assigned to the following minimum qualifications. Applications that do not provide the required documents will not be considered for employment. Candidates who make it past the written testing process will be asked to submit a resume and copies of their pertinent training and other applicable certifications. No need to send those other certificates at this time. Please also take the time to review the St. Matthews Fire & Rescue Career Path attached to this document.

#### Minimum Qualifications

- IFSAC Firefighter I & II or KY Certified Firefighter
- KY State or National EMTB
- CPAT Card (Previous 12 months)
- Minimum 18 Years of Age w/ Valid Driver's License

#### Hiring Process For Those Who Meet Minimum Qualifications

- Written testing will consist of 150 multiple questions that cover General Aptitude, Firefighter I & II, and EMTB.
- Background Investigation
- Oral Interviews

Applications are to be submitted either in person or emailed to:

**St. Matthews Fire & Rescue**  
**Attn. Michael Frantz (HR)**  
**240 Sears Ave**  
**Louisville, KY 40207**  
[mfrantz@stmatthewsfd.com](mailto:mfrantz@stmatthewsfd.com)  
**502-893-7825 ext. 2627**



**ST. MATTHEWS FIRE PROTECTION DISTRICT**  
**240 SEARS AVENUE**  
**LOUISVILLE KENTUCKY 40207**  
[www.stmatthewsfd.com](http://www.stmatthewsfd.com)

**Employment Application**  
**(Fire)**

**The St. Matthews Fire Protection District is an Equal Opportunity Employer.**

**Print in ink, answering each item completely and accurately. Incomplete answers may disqualify you or may cause delays. False answers may lead to dismissal. Please write the letters "NA" (not applicable) in those sections that do not apply.**

**Position Applying For:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
_____		

**List all other names, including maiden name and nicknames, by which you have been known.**

**Present Address:** \_\_\_\_\_  
\_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**List all former addresses you have had for the past five years (begin with the most recent).**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOLS	NAME OF SCHOOL	DATES ATTENDED	HRS EARNED	GRADUATION DATE	DEGREE EARNED
HIGH SCHOOL/GED			XX		XX
COLLEGE/UNIVERSITY					
VOCATIONAL					
GRADUATE					
OTHER					

List any Fire Service Experience, Training or Certifications:

---



---



---



---



---



---



---

**EMPLOYMENT HISTORY**

Begin with the most recent job experience and describe each specific job that you have had in your work history. Periods of unemployment should also be noted. Leave no gaps in the time sequence. Be sure to list all applicable experience with qualifies you for the position sought. Attach additional forms if needed to complete employment history.

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Briefly Describe Your Position: \_\_\_\_\_

Employment Dates: \_\_\_\_\_

Supervisors Name & Position: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Briefly Describe Your Position: \_\_\_\_\_

Employment Dates: \_\_\_\_\_

Supervisors Name & Position: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Briefly Describe Your Position:** \_\_\_\_\_

**Employment Dates:** \_\_\_\_\_

**Supervisors Name & Position:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Briefly Describe Your Position:** \_\_\_\_\_

**Employment Dates:** \_\_\_\_\_

**Supervisors Name & Position:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Briefly Describe Your Position:** \_\_\_\_\_

**Employment Dates:** \_\_\_\_\_

**Supervisors Name & Position:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

Are you a United States Citizen: YES NO

If not, do you have a right to work in the United States? YES NO

Do you have a valid driver's license? YES NO

Driver's License Number / Expiration Date: \_\_\_\_\_

List all traffic and criminal citations or arrest:

Charge	Location (City/State)	Date	Disposition of Charge

Have you ever been convicted of a felony? YES NO

Have you ever served in the military? YES NO

If Yes, complete the following:

Branch: \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

Rank at Time of Discharge: \_\_\_\_\_

Were you honorably discharged? YES NO

I certify that the information given in this application is correct and complete to the best of my knowledge. I am aware that should an investigation at any time show falsification, I may be excluded from consideration for a position, or if I am in a position, I may be terminated and/or disqualified from further consideration for a position with the St. Matthews Fire Protection District.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



ST. MATTHEWS FIRE PROTECTION DISTRICT  
240 SEARS AVENUE  
LOUISVILLE KENTUCKY 40207  
[www.stmatthewsfd.com](http://www.stmatthewsfd.com)

## AUTHORIZATION FOR RELEASE OF RECORDS

I, \_\_\_\_\_, hereby authorize the St. Matthews Fire Protection District to request any law enforcement agency, former employer, or credit bureau to release all information (included but not limited to traffic, arrest/conviction, and credit records) to the St. Matthews Fire Protection District or its representative that may be sought in connection with this application for a position with the St. Matthews Fire Protection District.

A PHOTOCOPY OF THIS RELEASE SHALL BE CONSIDERED AS EFFECTIVE AND BINDING AS THE ORIGINAL HAND EXECUTED COPY.

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name (Printed) \_\_\_\_\_

Witness Name (Signature) \_\_\_\_\_

Date: \_\_\_\_\_



## ST. MATTHEWS FIRE PROTECTION DISTRICT ADVANCEMENT SCHEDULE

### STEP 1 Firefighter – Probationary (Hire Date to 12 Months)

Shall complete or meet the following requirements to move to the next step:

- St Matthews New Firefighter Orientation
  - Located on the G Drive in the “Training – Master Files” folder
- St Matthews New Firefighter Skills Verification Sheets
  - Located on the G Drive in the “Training – Master Files” folder
- IFSAC Firefighter I & II Certification
  - See [www.kyffcert.com](http://www.kyffcert.com) and <https://www.nrpc.co/training-at-nrpc/course-list> for the latest class and testing information
- IFSAC Haz Mat Awareness & Operations Certification (or equivalent training)
  - See [www.kyffcert.com](http://www.kyffcert.com) and <https://www.nrpc.co/training-at-nrpc/course-list> for the latest class and testing information
- FDTN Live Fire Training Camp (or equivalent 24-hour firefighter skills class that includes Live Fire training)
  - See [www.fdtraining.com/training/courses](http://www.fdtraining.com/training/courses) for the available dates

### STEP 2 Firefighter (12 to 24 Months)

Shall complete or meet the following requirements to move to the next step:

- St Matthews New Driver/Operator Skills Verification Sheets
  - Located on the G Drive in the “Training – Master Files” folder
- IFSAC Driver/Operator Pump Certification
  - See [www.kyffcert.com](http://www.kyffcert.com) and <https://www.nrpc.co/training-at-nrpc/course-list> for the latest class and testing information
- St Matthews New Driver/Operator Test with a score of 70% or better
  - Test conducted by the Training Officer. Practice tests may be found on the G Drive in the “Training – Master Files” folder.



### **STEP 3 Firefighter – Driver/Operator**

Shall complete or meet the following requirements to move to the next step:

- 3 total years' experience as an IFSAC Certified Firefighter II (1 year of outside experience may be recognized with supporting written documentation)
- IFSAC Instructor I Certification (or equivalent training & certification)
  - See [www.kyffcert.com](http://www.kyffcert.com) and <https://www.nrpc.co/training-at-nrpc/course-list> for the latest class and testing information
- FDTN Engine Company or Truck Company Operations (or equivalent 24-hour firefighter skills class that includes Live Fire training)
  - See [www.fdtraining.com/training/courses](http://www.fdtraining.com/training/courses) for the available dates
- KY State Fire Inspector I Certification
  - See local Fire Schools and [www.sfrt6.org](http://www.sfrt6.org) for opportunities

\* Anyone holding a position above Step 3 prior to the 3/1/2020 effective date shall be exempt from the FDTN requirements in Step 1 and Step 3

### **STEP 4 Firefighter – Promotable**

Shall complete or meet the following requirements to move to the next step:

- Participate in the St Matthew Sergeants Promotional Process to include:
  - Written Test – General Driver/Operator Knowledge, Hydraulics Calculations, District Familiarization
  - Practical Skills Test – Pump & Aerial Operations
    - Practice Test and Skill Sheets are located on the G Drive in the “Training – Master Files” folder

\* Promotion to Step 5 Sergeant will be based on test rankings and available positions

### **STEP 5 Sergeant**

Shall complete or meet the following requirement to move to the next step:

- 1 Years' experience as a Step 5 Sergeant
- Completion of the St Matthews Captain's Mentoring Program
  - Located on the G Drive in the “Training – Master Files” folder
- FDTN Fire ground Company Officer

- See [www.fdtraining.com/training/courses](http://www.fdtraining.com/training/courses) for the available dates

### **STEP 6 Sergeant – Acting Captain**

Shall complete or meet the following requirement to move to the next step:

- 2 total years' experience as a Step 5 Sergeant
- IFSAC Fire Officer I
  - See [www.kyffcert.com](http://www.kyffcert.com) and <https://www.nrpc.co/training-at-nrpc/course-list> for the latest class and testing information
- Engine House Online Training Company Officer Development
  - See [www.facebook.com/EngineHouseTraining](http://www.facebook.com/EngineHouseTraining) for available classes
- 2 Year Associate Degree in Fire Science (or other as approved by the Fire Chief)
  - See the Columbia Southern and KCTCS/JCC programs for available options
    - [www.columbiasouthern.edu/fire-science/as-fire-science.aspx](http://www.columbiasouthern.edu/fire-science/as-fire-science.aspx)
    - <https://jefferson.kctcs.edu/education-training/program-finder/fire-rescue-science.aspx>

### **STEP 7 Sergeant – Promotable**

Shall complete or meet the following requirement to move to the next step:

- Participate in the St Matthew Captains Promotional Process to include:
  - Written Test – General Fire Officer Knowledge, District Familiarization, Fireground Scenarios
    - Practice Test and Scenarios are located on the G Drive in the “Training – Master Files” folder

\* Promotion to Step 8 Captain will be based on test rankings and available positions

### **STEP 8 Captain**

Shall complete or meet the following requirement to move to the next step:

- 1 Years' experience as a Step 8 Captain
- Completion of the St Matthews Battalion Chief's Mentoring Program
  - Located on the G Drive in the “Training – Master Files” folder
- IFSAC Instructor II Certification
  - See [www.kyffcert.com](http://www.kyffcert.com) and <https://www.nrpc.co/training-at-nrpc/course-list> for the latest class and testing information
- FDTN Fire Combat acting in the Battalion Chief role
  - See [www.fdtraining.com/training/courses](http://www.fdtraining.com/training/courses) for the available dates

### **STEP 9 Captain – Acting Battalion Chief**

Shall complete or meet the following requirement to move to the next step:

- 2 total years' experience as a Step 8 Captain
- IFSAC Fire Officer II
  - See [www.kyffcert.com](http://www.kyffcert.com) and <https://www.nrpc.co/training-at-nrpc/course-list> for the latest class and testing information
- Engine House Online Training Battalion Chief Development
  - See [www.facebook.com/EngineHouseTraining](http://www.facebook.com/EngineHouseTraining) for available classes
- Incident Safety Officer (NFA, FDSOA, or Equivalent)
  - See local Fire Schools and [www.sfrt6.org](http://www.sfrt6.org), or speak with the Training Officer for opportunities
- NIMS 300 & 400
  - See local Fire Schools and [www.sfrt6.org](http://www.sfrt6.org), or speak with the Training Officer for opportunities

### **STEP 10 Captain – Promotable**

Promotion to Step 11 Major - Battalion Chief is at the Fire Chief's discretion

### **STEP 11 Major – Battalion Chief**

Any positions above Step 11 Major - Battalion Chief are at the Fire Chief's discretion