



Sable Altura
Fire Rescue

Application Guide

Dear Applicant,

Thank you for your interest in the Sable Altura Fire Department.

It's our hope that this guide will help you understand the process that we employ in which to select applicants to join our Fire Academy or EMS Division.

Sable Altura is a progressive agency that stresses training and education for all of its staff (career and volunteer) in order to provide the highest quality Fire and EMS services to our district and those that travel through it. Our Fire Academy is accredited and has associations with community colleges in the Metro Area. We are also identified as an EMS Training Group through the State of Colorado which allows us to provide consistent and timely EMS Continuing Education Hours, as well as secondary courses of study like IV Approval and EKG Courses.

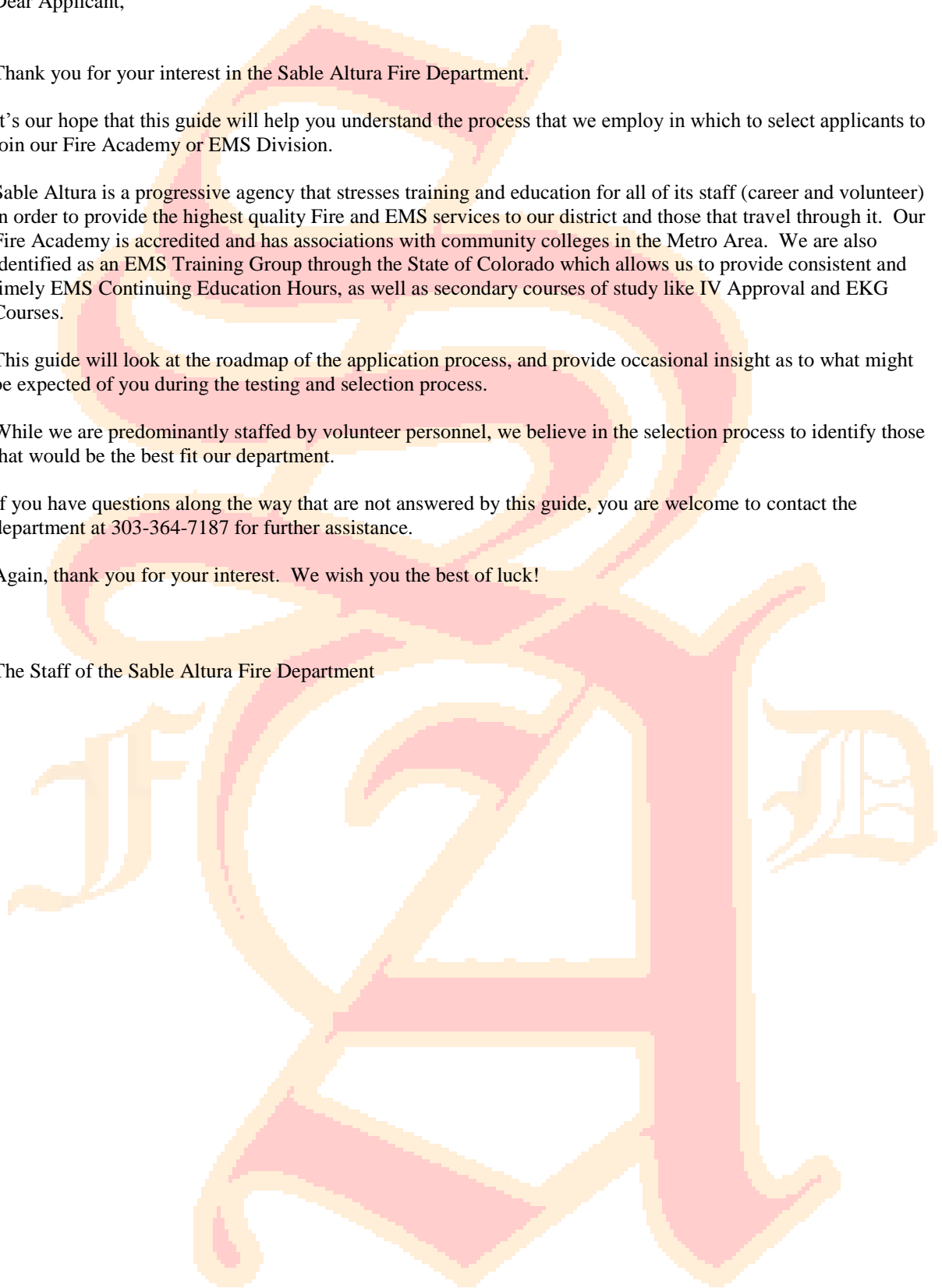
This guide will look at the roadmap of the application process, and provide occasional insight as to what might be expected of you during the testing and selection process.

While we are predominantly staffed by volunteer personnel, we believe in the selection process to identify those that would be the best fit our department.

If you have questions along the way that are not answered by this guide, you are welcome to contact the department at 303-364-7187 for further assistance.

Again, thank you for your interest. We wish you the best of luck!

The Staff of the Sable Altura Fire Department



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Required Documents

When applying for the Sable Altura Fire Department, we require that you (at your own expense) complete the following items or tasks:

- Completed SAFD Application
- Physically or digitally signed Background Release Authorization
- Current copy of your Motor Vehicle Record
- Letter or proof from your physician stating that you are in good physical health

Background

SAFD will perform a comprehensive background investigation in accordance with all applicable employment law. This is done to ensure the protection and reputation of our agency and our districts residents. Results of the investigation may not be immediately disqualifying.

The Application

The application for Volunteer Service is available on our website at <http://www.sablealturafire.org>.

When filling out the application, be as complete as possible. At the top of the application there are several checkboxes to indicate the type of application that you are filling out.

Fire/EMS – Use this if you are applying to join our Fire Academy, or are applying as a “lateral” application.

Note: Lateral Applications are only accepted for Volunteer Status from personnel with a documented three years of career or volunteer service and those possessing current iFSAC or ProBoard certifications. At the sole discretion of the Fire Chief, Lateral Applicants may not be required to attend an SAFD Academy, but would be required to successfully perform a proficiency test within 90 days.

EMS Division – Use this if you are applying solely for EMS services with SAFD. The EMS Division performs a self-study through generally eight topic areas of the Academy, and takes the associated tests. They then begin their clearance process. They stand as equals on the department although their roles are restricted to EMS and support. These individuals earn a preference into the next Academy offering if they so choose.

SAFD Re-Entry - This application is limited to those personnel who have previously attended an SAFD Academy and who have had just recently left SAFD within the last two years. These applicants MUST still have current certifications, and must take a “re-entry” written and skills examination. They are not required to attend a Fire Academy.

Sable Fire Corps – This type of application is only for individuals who are applying to work in a support and administrative role. This may include responding non-emergent to a scene with supplies, clerical work, assisting in public education and community support activities, or other duties that may be required. There is no Academy requirement or certification requirements. This person however, does earn preference into the next Academy offering if they so choose.

Personal Information

Please fill out this information completely, including maiden name if applicable. Email addresses are not required but preferred. Many trusted sites like Yahoo!, Google, MSN, and AOL offer free email addresses if needed.

Work History

Please provide the information from your current employer and that of your last two employers.

Motor Vehicle

We ask that you provide a current copy of your Colorado Motor Vehicle Record in addition to completing this section of the application. We require this information for our insurance purposes. Additionally, throughout your service with SAFD, we also ask that you notify us if something should appear on this record. Information disclosed is not immediate grounds for dismissal of your application, or from service.

Fire/EMS Experience

This area is optional. If you have served in Fire or EMS previously, please provide the agency information, and your levels of certification. Please indicate if you are Nationally Registered, whether you are currently CPR certified (and if so is it through the Red Cross (RC) or American Heart Association (AHA)).

Legal

In this area please identify all convictions and outcomes. Please also list the city, county, or state where the charges were filed. Also, provide the outcomes to the case which may include any plea that you may have entered.

References

List your references here. You may also provide separate letters of reference at your initial interview.

Signature

If you have printed the document or received a paper copy, please sign your name here. If submitting digitally through the online form, please follow the instructions for a digital signature. There are two options from here. You may either “Submit Application by Email”, or “Print and Hand Deliver Mail” your application. Submitting via email will bring up your chosen email program on your computer, and attach a file to the email. It will by default send an email with an attached application to recruiter@sablealturafire.org. The other option will print your filled in application for you to either deliver or mail to

Sable Altura Fire Department
ATTN: Recruitment
26900 E. Colfax Ave. #52
Aurora, Colorado 80018

If you feel there are documents that you would like to attach to your application, you may bring them in if contacted for an interview, or scan the documents and email them to recruiter@sablealturafire.org with the subject line of “[Your Name] Application – Additional Documents”.

Your application will be reviewed for a possible interview. The Fire Academy runs once a year, so applications received after the deadline may be entered for EMS Division or for the Sable Fire Corps if the person is so inclined and/or qualified. This is a way for one to earn preference into the next Fire Academy if that is the desire. EMS Division applications are not reviewed later than October, and will be contacted in the next calendar year.

Oral Board Review

Based on the review of your application, department needs, scheduling, and other considerations, you may be contacted for an interview. You may not be contacted for several months depending on when your application was received.

The Oral Interview is an important step in the selection process. You will be asked several standard questions from a three person panel consisting of Officers or firefighters. The questions will be personal, situational, logical, problem-solving, and experience based questions. Your answers will be scored, and your interview will be ranked. It is not an easy thing to prepare for as the answers that you assume might be right, may in fact not be the best choice.

You should be prepared to address what you know about our agency, its history, and staffing. You should be attired in business casual at the minimum. We often advise people to truly ask themselves why they are starting this path, and what they hope to get out of being in the Fire Service.

If there are any additional documents (copies of Motor Vehicle Records, certifications, letters of reference or explanation, etc.) that you would like to append to your application, this is the time to bring those documents in.

Entry Testing

After the Oral Board interviews are ranked, the top applicants may be invited to attend the departments Entry Testing. Often this will be completed in a single-day exercise. On that day you will complete three phases of testing. Those phases are detailed below.

Written Entry Exam

The written exam is a twenty-five question exam that assesses several key areas. While many of the questions are related to fire or EMS, that specific knowledge or experience is not required to successfully answer any individual question. The areas assessed are Reading Comprehension, Mathematics, Logic/Problem Solving, Grammar/Vocabulary, and Interpersonal Skills. Applicants must score a minimum of 76% to qualify and be ranked. You may, or may not be advised of your scoring on this day. You will not be advised of your ranking.

Physical Agility Testing

The Sable Physical Agility Test (SPAT) mimics typical fireground activities. It can be a physically demanding, and trying exercise. Specific knowledge of fire and EMS operations is not required or largely beneficial, other than perhaps some degree of familiarity with the equipment involved. The exercise is a timed event and assesses upper and lower body conditioning. There is no specific time-limit to the event, although your time is allotted points for further ranking. What should be relayed to you is that each individual is being watched whether they are actively testing or not. We survive in the fire service by remembering that we are a team. This concept is stressed from this point on. The physical testing can be made easier when there are people on your side. It is then encouraged for you to be as close as allowed to the subject who is testing, and encouraging them and cheering them on.

Ranking and Notifications

After all of this has been completed, your ranking will be assessed and matched against departmental needs. You may be selected to continue on this particular day with our staff issuing a Conditional Offer to the Fire Academy or EMS Division. If you are chosen to continue with a Conditional Offer on this day, you will be asked to sign a release for a Drug and Alcohol Screen.

If you do not receive a Conditional Offer on this day, you may still receive a call for another interview either with other Officers or the Chief. It's also possible that you may simply still receive a call with a Conditional Offer to our EMS Division or Fire Academy. If you receive a Conditional Offer, a Drug/Alcohol Screen must be completed ASAP.

You should know that all notification methods may be used. This may include email and cell phone.

Drug/Alcohol Screen

The Drug and Alcohol screen is a urine-based examination that is collected, field-tested, and field-analyzed on site by trained SAFD staff. We are provided results for a multitude of chemical compounds within minutes. All positives are sent to the lab for confirmation via gas chromatography/mass spectrometry (GC/MS), liquid chromatography/tandem mass spectrometry (LC/MS/MS) and enzyme immunoassay (EIA). It is recommended that you do not take any herbal supplements, cold medicine, energy drinks, or other stimulants within 48 hours of this test. The screen is administered at no cost to you, and results are only shared between the Officers of the department for purposes of ranking and hiring, and yourself. We will wait for confirmation of any positive

results before any decisions are made on your Conditional Offer. Note that while recreational marijuana use is legal in the State of Colorado, its use is prohibited by any paid or volunteer staff of the Sable Altura Fire Department.



Important Locations

Directions to Sable Altura Fire Rescue – Station One

Take I-70 East past E-470, to the Airpark Rd. exit.

Exit Airpark Rd and turn right, and then right again onto E. Colfax Ave.



You will now be headed back West on E. Colfax Ave.

On your left you will see the Foxridge Farms Mobile Home Community



Turn left into the front of the community.

Continue straight past the main office, pool, and park to a stop sign.

Turn right again down the back road.

Our station is located in the back SW corner of the community.