

APPLICATION DEADLINE IS 07/15/25



FOREST LAKE FIRE DEPARTMENT

NOW HIRING

**APPLY ONLINE OR CALL THE
FIRE DEPARTMENT**

www.ci.forest-lake.mn.us/163/fire

651-464-2244



To: Interested Applicants

Subject: Paid-on-call firefighter

The City of Forest Lake has openings for the position of Paid-On-Call Firefighter. Applications are available at the City of Forest Lake website by clicking on Services and then employment opportunities or by clicking the following link. <http://cityofforestlake.com/168/Employment-Opportunities> . You can also pick up an application at the Forest Lake City Hall, 1408 Lake Street South, Forest Lake, MN 55025. Completed application can be e-mailed to FLFD@ci.forest-lake.mn.us or turned in at the Forest Lake City Hall.

Application Period:

- **Opens 05/01/25**
- **Closes 07/15/25**

Distance Requirement:

Candidates must live within a six (6) minute travel time distance from either one of the two fire stations below.

- Station 1 - 1408 Lake Street South, Forest Lake, MN 55025
- Station 2 – 16319 Kettle River Blvd, Columbus, MN 55025

Salary Information

\$20.00 per hour for probationary members.

\$31.25 per hour for members that have completed the 1 year probationary period.

Members are paid an hourly wage for emergency response, trainings, fire prevention, public relations events, and for all required training during the probationary period. Training, tuition, and books are paid for by the fire department.

Members are also eligible for a fire department relief association pension after meeting the 10 year vesting period.

Job Description:

Protects life and property by performing firefighting, medical, ice/water rescue, auto extrication, and hazardous material response, under the direction of department command staff. Maintains fire department equipment, apparatus, and facilities.

Job Responsibilities:

- Performs firefighting activities including fire attack, containment, salvage, overhaul, driving fire apparatus, operating pumps, laying hose, and related equipment.
- Performs emergency aid activities including CPR, administering first aid, and providing other assistance as required.
- Participates in fire department trainings, attends classes for firefighting, emergency aid, hazardous materials, auto extrication, ice/water rescue, and related subjects.
- Provides First Responder emergency medical services.
- Maintains fire equipment, apparatus, and facilities. Performs minor repairs to departmental equipment.
- Assists in developing plans for special assignments such as emergency preparedness, communications, training programs, firefighting, hazardous materials, and emergency aid activities.
- Present programs to the community on safety, medical, and fire prevention topics.
- Performs salvage operations such as spreading salvage covers, moving furniture, sweeping water, and removing debris.

Minimum Qualifications to Apply:

- High school graduate or equivalent
- 18 years of age or older
- Valid Minnesota driver's license
- Live within 6 minutes of station 1 or 2
- Pass police background check
- No DWI related convictions within the last 5 years
- No felony convictions on record
- Pass firefighter physical fitness test
- Pass psychological test provided by the Fire Department
- Pass medical exam provided by the Fire Department
- Must be available every Tuesday night (7 p.m. – 10 p.m.) for department training

Firefighter Recruitment Process – Important Dates

- 07/17/25 - Fire Department open house (Thursday)
- 07/19/25 - Physical agility test (Saturday)
- 07/26/25 – Physical agility test (Saturday) Back-up date for weather related cancellation of 07/19/25 date.
- 08/02/25 – Interviews (Saturday)

Contingent offer – Letters sent out.

- Psychological evaluation
- Medical examination
- Police background investigation

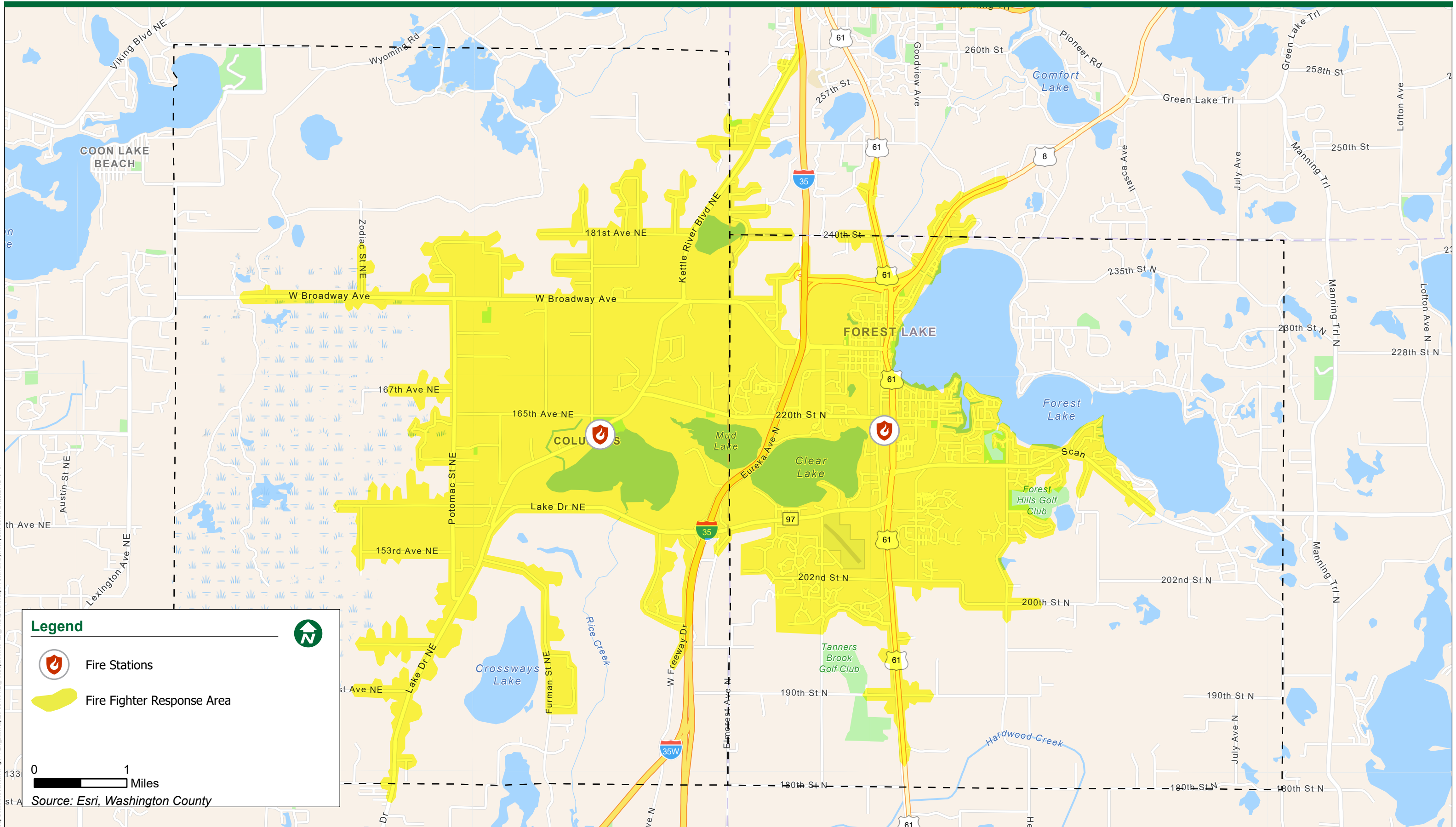
Start date – 10/01/25



Fire Fighter Response Map

Forest Lake & Columbus Fire Stations

June 2021



Map Document: \\arcserve1\gwy\FRLK_BaseMap\ESRI\Pro\FRLK_FireDepartment.aprx | Username: johsh | Date Saved: 6/10/2021 12:16 PM

EMPLOYMENT APPLICATION

We welcome you as an applicant for employment with the City of Forest Lake. It is the City of Forest Lake's policy to provide equal opportunity in employment. The City of Forest Lake will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for information regarding what is considered public and private information as an applicant, and if you are selected for the position, as an employee.

The City of Forest Lake accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact the City of Forest Lake Administration Department at 651-464-3550.

All portions of this application must be filled in.

Please type or print clearly

Last Name:	First Name:	Middle Name:
Other Names Used:		
Residential Address:		
Telephone Number:	May we call at work: YES NO	Email Address:

WORK PREFERENCES

Position Applying For:		
Are you legally eligible to work in the United States for the Position for which you are applying? Proof of citizenship or work eligibility will be required as a condition of employment.	YES	NO
Are you at least 18 years old?	YES	NO
How did you hear of this position?	City Employee	Self
	City Website	Employment Agency
	Other Website	Other

EDUCATION AND TRAINING

	School Name & Address	Course of Study	Degree	Did you graduate?
High School				YES NO
College				YES NO
Graduate School				YES NO
Technical/Trade				YES NO
Other				YES NO

List any courses, seminars, workshops, or training that you have that may provide skills relevant to this position:

List any current licenses, registrations, or certificates you possess that may be related to this position:

List professional, trade, business, or civic activities and office held (exclude those which indicate race, color, religion, sex, or national origin):

EMPLOYMENT HISTORY

List most-recent employer first. *Please note "See resume" is not an acceptable response for any questions on this application. Resumes will only be considered in addition to this application.*

Attach additional sheets if necessary.

Name of Company:	Telephone Number:
Address:	Start Date:
	End Date:
Name/Title of Supervisor:	May we contact this supervisor? YES NO
Job Title:	
Job Duties:	
Reason for leaving:	

Name of Company:	Telephone Number:
Address:	Start Date:
	End Date:
Name/Title of Supervisor:	May we contact this supervisor? YES NO
Job Title:	
Job Duties:	
Reason for leaving:	

Name of Company:	Telephone Number:
Address:	Start Date:
	End Date:
Name/Title of Supervisor:	May we contact this supervisor? YES NO
Job Title:	
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Address:	Start Date:
	End Date:
Name/Title of Supervisor:	May we contact this supervisor? YES NO
Job Title:	
Job Duties:	
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Name of Company:	Telephone Number:
Address:	Start Date:
	End Date:
Name/Title of Supervisor:	May we contact this supervisor? YES NO
Job Title:	
Job Duties:	
Reason for leaving:	

MILITARY EXPERIENCE

Did you serve in the U.S. Armed Forces?	YES NO
If yes, describe your duties:	
<p>Do you wish to apply for Veteran’s Preference Points?</p> <p><i>If you answered “yes,” you must complete the enclosed application for Veterans’ preference points, and submit the application and required documentation to the City of Forest Lake by the application deadline of the position for which you are applying.</i></p>	YES NO

REFERENCES:

Please provide the name, address, phone, and email for three (3) references who are not related to you.

Name	Address	Telephone	Email
1)			
2)			
3)			

AUTHORIZATION:

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position(s) for which I am applying. I further acknowledge my understanding that employment with the City of Forest Lake

is “at will,” and that employment may be terminated by either the City of Forest Lake or me at any time, with or without notice.

With my signature below, I am providing the City of Forest Lake authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered “No” to the question, “*May we contact your current employer?*” contact with my current employer will not be made without my specific authorization.

I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Forest Lake in writing of any changes to information reported in this application for employment.

Applicant Signature

Date

CITY OF FOREST LAKE

Administration Department

1408 Lake Street South

Forest Lake, MN 55025

Veterans' Preference

COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE

NOTE: COPY OF VETERAN'S DD214 MUST BE ATTACHED (Veteran is defined by Minn. Stat. § 197.447)

You must submit a PHOTOCOPY of your DD214 or other documentation verifying service to substantiate the service information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your DD214, or other documentation verifying service, contact your County Veterans' Service Office at (651) 430-6895.

Forest Lake operates under a point preference system, which awards points to qualified veterans to supplement their application. Ten (10) points are granted to non-disabled veterans on open competitive examinations; fifteen (15) points are awarded if the veteran has a service connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference for a **competitive exam**, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, **or** by reason of disability incurred while serving on active duty, **or** after having served the full

period called or ordered for federal active duty **and** be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, or have active military service certified under 38 U.S.C. § 106, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active duty service connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five (5) points preference only for the first promotion after securing employment with Washington County.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the DD214, or other documentation verifying service, is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

Name (Last)	(First)	(MI)	Position For Which You Applied		
			Closing Date:		
Address (Street)	(City)	(State)	(Zip)	Phone Number	Are you a US Citizen or Resident Alien? <input type="checkbox"/> YES <input type="checkbox"/> NO

VETERAN (10 points):

(DD214 or DD215, or other documentation verifying service, must be submitted to receive points)

Honorably discharged veteran Yes No

DISABLED VETERAN (15 points):

(DD214, or other documentation verifying service, and USDVA letter of a compensable disability rating decision must be submitted to receive points)

Percent of Disability: _____%

Have you ever been promoted in City of Forest Lake employment? Yes No

SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death):

(DD214 or DD215, or other documentation verifying service, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of active duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran).

Date of Death: _____ Have you remarried? Yes No

SPOUSE OF DISABLED VETERAN (15 points):

(DD214 or DD215, or other documentation verifying service, and USDVA letter of a compensable service connected disability rating decision must be submitted to receive points).

How does Veteran's disability prevent performance of a stated job "requirement?" Due to the veteran's service connected disability the veteran is unable to qualify for this position because (be specific):

AFFIDAVIT: I hereby claim Veterans' Preference points for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' Preference verification documents and submit them to the City of Forest Lake by the required application deadline.

Signature

Date

Information Regarding Claiming Veterans' Preference

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.477, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.

The veteran must:

- a) be a U.S. citizen or resident alien;
- b) have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
 - i. served on active duty for at least 181 consecutive days, or
 - ii. have been discharged by reason of service connected disability, or
 - iii. have completed the minimum active duty requirement of federal law, as defined by CFR title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty by the United States President, or
 - iv. certified service and verification of "veteran status" granted under U.S. PL 95-202 (38 U.S.C. § 106)

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

- 1) Attach a copy of your DD214 or DD215, or other documentation verifying service. This copy must state the nature of discharge; i.e., honorable, general, medical, under honorable conditions.
- 2) Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision that supports/verifies the fact that the injury was incurred while on, or as a result of, active duty service. Generally, disability incurred while on, or as a result of, active duty for training purposes does not qualify for disabled veteran preference per Minn. Stat. §§ 197.455 and 197.447 if it was incurred prior to September 7, 1980.
- 3) A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's DD214 or DD215, or other documentation verifying service, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with the City of Forest Lake. Please contact our office at (651) 464-3550 or your local County Veterans' Service Office, if you have any questions regarding veterans' preference.