



## CENTERVILLE-OSTERVILLE-MARSTONS MILLS FIRE DISTRICT

DEPARTMENT OF FIRE-RESCUE & EMERGENCY SERVICES

1875 Route 28 • Centerville, MA 02632-3117  
508-790-2375 x1 • FAX: 508-790-2385

Michael J. Winn, Chief  
Byron L. Eldridge, Deputy Chief

Patrick R. Hill, Fire Prevention Officer  
Shawn Lehane, Fire Prevention Officer

The Centerville-Osterville-Marstons Mills Fire and Rescue Department is seeking a part-time/per diem Emergency Services Dispatcher. Certified as Association of Public Safety Communications Officials (APCO) Basic Telecommunicator and Emergency Medical Dispatcher is preferred. Availability will be on an as needed basis. Living within 15 miles of Fire Department Headquarters, 1875 Falmouth Road, Centerville, MA is preferred.

The part-time/per diem dispatcher will handle all requests for emergency and non-emergency assistance, dispatch and monitor all apparatus according to Department Procedures, and communicate with other agencies, police, and utilities as needed.

Part-time/per diem dispatchers will be offered available shifts not filled by full-time members of Local 1. Shifts are usually offered as a 10-hour day shift or 14-hour night shift and can be offered with up to several weeks' notice or as little as no notice.

Experience and proficiency are required in various computer software programs, including but not limited to Microsoft Word, Outlook, Excel, Computer Aided Dispatch and Fire Department Record Keeping systems. Must have high school diploma or equivalent and possess a valid Massachusetts Drivers License.

Part-time/per diem dispatchers will be paid at Step Two of Local 1 contract, presently \$29.15 per hour. Part-time dispatchers who are retired members of Local 1 will be paid at Step 5 of the contract, presently \$34.74 per hour.

Employment application is available at [www.commfiredistrict.com](http://www.commfiredistrict.com). Please submit employment application, cover letter, and resume by email to [Nkennedy@commfiredistrict.com](mailto:Nkennedy@commfiredistrict.com).

EEO/AA Employer



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TO: Part-time/per diem Dispatcher Applicant

FROM: Chief Michael Winn

DATE: April 24, 2024

Thank you for your interest in applying for a position at COMM Fire Department. Attached you will find the following form to be completed legibly by the applicant himself/herself.

### 1. Employment Application

All of the questions must be answered, if applicable. If not applicable, indicate such with "n/a". Your application is not complete unless all questions are answered, signed, and dated. Failure to answer any and all questions truthfully and completely may result in the applicant's disqualification, or, if discovered after an individual is hired, termination of employment.

You are applying for a responsible public safety position. It is essential that you follow instructions specifically as directed. Make sure all dates and information are accurate. Include in your application packet COPIES of all your professional licenses and certificates, including but not limited to, APCO certification, EMD certification, and CPR card.

**Completed application packets to be emailed to [Nkennedy@commfiredistrict.com](mailto:Nkennedy@commfiredistrict.com)**

Should you have any questions you may call our Administration Office at 508-790-2375 option 1. We look forward to receiving and reviewing your application.

# C-O-M-M FIRE DEPARTMENT

## EMPLOYMENT APPLICATION

As an equal opportunity employer, COMM Fire Department does not discriminate in hiring or in terms and conditions of employment because of an individual's race, creed, ancestry, color, sex, age, religion, handicap or disability, marital or veterans' status, national origin, sexual orientation or any other legally protected status. COMM Fire Department only hires individuals authorized for employment in the United States.

**If you are submitting a resume and cover letter as substitution in completing any portion of this application, you may write "See Resume". In doing so, you are expressly certifying that any statements and information contained therein are incorporated into the application form and the conditions of your affixed Applicant signature.**

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

Schedule Desired: ( ) Full Time ( ) Part Time ( ) Temporary ( ) Seasonal Are you on layoff subject to recall? \_\_\_\_\_

Are there any hours, shifts or days you cannot or will not work? \_\_\_\_\_

Are you willing to work overtime as required? \_\_\_\_\_

Are you able to meet regular attendance & punctuality requirements of the job? \_\_\_\_\_

Available start date? \_\_\_\_\_

## PERSONAL INFORMATION

\_\_\_\_\_  
 (Last Name) (First Name) (Middle Name) Are you authorized for employment in the U.S.? ( ) Yes ( ) No

\_\_\_\_\_  
 (Present Street Address) (City) (State) (Zip) If you are under 18 years of age state your age? \_\_\_\_\_

\_\_\_\_\_  
 (Home Phone) (Cell Phone) (Email address)

*For applicants for jobs that require driving:*

Do you have a valid MA Driver's License? Number \_\_\_\_\_ Class \_\_\_\_\_ Expiration Date \_\_\_\_\_

Do you authorize COMM to check your driving record for repeated or significant traffic violations? Yes \_\_\_\_\_ No \_\_\_\_\_

## EDUCATION

TYPE OF SCHOOL	NAME & LOCATION OF SCHOOL	DEGREE/AREA OF STUDY	NO. OF YEARS COMPLETED	GRADUATED (Check One)
HIGH SCHOOL				( ) Yes ( ) No
COMMUNITY COLLEGE				( ) Yes ( ) No
COLLEGE				( ) Yes ( ) No
GRADUATE SCHOOL				( ) Yes ( ) No
TECHNICAL SCHOOL				( ) Yes ( ) No
OTHER				( ) Yes ( ) No

## TRAINING & PROFESSIONAL LICENSES OR CERTIFICATIONS

List job-related licenses or certificates that you possess, and/or academic and professional activities and achievement awards, publications or technical-professional associations you are a member of. Exclude organizations which indicate race, creed, color, sex, age, religion, handicap or national origin of its members.	Date Awarded

## SKILLS

	Beginner	Intermediate	Advanced Level
Knowledge of word processing			
Knowledge of spreadsheets			
Knowledge of databases			
Accounting systems knowledge			
Bookkeeping knowledge			

In addition to work history (below), what other experiences, skills or qualifications would be applicable to position applied for: (include word processing, spreadsheet, machinery or equipment able to operate)


Indicate any foreign languages you can speak, read and/or write either fluently or conversationally:

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## EMPLOYMENT HISTORY

Starting with your present or last job list *all* paid, volunteer, full or part-time work, military service, and summer jobs performed during the last 10 years (include work performed more than 10 years ago if it applies to the job you want). Use the back of the application and/or additional sheets of plain white paper if you need more space.

May we contact you present employer? ( ) Yes ( ) No

Name and Address of Employer & Date of Employment	Position & Duties	Reason for Leaving
Phone: Dates (From/To):		
Phone: Dates (From/To):		
Phone: Dates (From/To):		
Phone: Dates (From/To):		

Please list three employment-related references who are familiar with your work. Do not list relatives or friends.

Name	Address	Phone	Place of Employment	Position Held
1.				
2.				
3.				

**PERSON TO CONTACT IN CASE OF EMERGENCY**

Full Name:	Address:	Phone:
Place of Employment:	Address:	Phone:
Relationship to you?		

**APPLICANT’S CERTIFICATION AND AGREEMENT**

**Please Read this Statement Carefully**

I understand that this application is not a contract of employment. I understand that to be employed, I must be lawfully authorized to work in the United States, and I must show COMM Fire Department documents that will prove this. I also understand that I may be required to successfully complete a medical or psychological examination, including a urine drug analysis, before employment and/or as a condition of continued employment, submit to such lawful examinations, medical, substance abuse, or other, as may be required by COMM Fire Department.

I authorize and understand that COMM Fire Department may investigate my work and personal history which may include a Criminal Offender Record Inquiry (CORI) and/or a Sex Offender Registry Information (SORI) check, military history and verify data given on this application, on resume or related papers, and/or interviews regarding my education, past employment history and background. I authorize all individuals, schools, and firms named herein, except my current employer, if so noted, to provide any information requested about me and I release them from all liability for damage in providing this information. I understand that the information released is for COMM Fire Department’s use only. Conviction of a crime or termination from a job is not an automatic bar to your employment, all circumstances will be considered. I understand that I am not required to take a lie detector test as a condition of employment as it is unlawful in the State of Massachusetts to be required to do so.

If I am hired, I agree that my employment and compensation can be terminated with or without cause and for any reason not prohibited by statute at any time with or without prior notice, at the option of COMM Fire Department or myself. I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I also understand that I must be available from time to time to work outside of my normally scheduled hours, as the needs of the department require.

I understand that this application for employment will be considered active until the position I am applying for has been filled. I understand if I wish to be considered for future employment, I must inquire regarding re-submitting this application or completing another for any vacant position.

I certify that all the statements herein are true and understand that any falsification or misrepresentation of facts stated or implied shall be sufficient cause for dismissal or refusal of employment. I understand, also, that I am required to abide by all rules, policies or regulations of COMM Fire Department.

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (You must sign and date this application to be considered for employment)

**Additional Information or Comments:**

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**PLEASE DO NOT WRITE BELOW THIS LINE**

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Comments:

**Approved By:**

\_\_\_\_\_  
Department Head

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