

Maynard Fire Department Hiring Process and Writing Criteria



It is the mission of the Maynard Fire Department to protect the lives and property of the citizens and visitors of Maynard from disasters both natural and man-made, with compassion, motivation, teamwork, commitment and quality fire protection and education.

It is the vision of the Maynard Fire Department to provide service to its stakeholders in a fashion that is unparalleled in public service in a cost effective manner that exceeds expectations, and to be the benchmark by which all service delivery agencies measure themselves and their progress. We shall accomplish this by continuously investing in our people, creating meaningful partnerships, evaluating our impact in the community and adapting to the needs of our stakeholders.

PRE-APPLICATION CRITERIA

Citizens have a certain expectation of the personnel hired to work in the public sector. This is particularly true for people working in public safety. Firefighters and police officers are often dealing with people at the worst and most vulnerable points in their lives and deserve employees they can trust. The financial commitment by the taxpayer also demands that public safety workers be beyond reproach when it pertains to the quality and content of their character. Ethics in public safety is absolutely paramount for a public safety agency to earn and keep the trust of the citizens they are charged with protecting. This means that service to the community is the first priority of any potential employee. All too often, all around the country, we are seeing employees who do not put the organization or the community ahead of their own personal needs and everything

suffers. This is not to say that employees should not make their family their number one priority, they should. It does mean however, that a commitment to their community and organization is warranted above self-interests that conflict with organizational priorities, and mission.

As part of the Maynard Fire Department hiring process, you are being asked to write individual essays based on topics and fictional scenarios. You will also be asked for your signature attesting that the work you submit is in fact your own. You are encouraged to be creative in addressing the topics you are given, and reminded to use proper grammar and spelling. You are encouraged to have someone proofread your work prior to submitting. You should include a header with your name and page number so items are not lost. The following page has the areas you will address.

What is your definition of ethics, and how it applies to firefighters and employees in the workplace in general? Be specific and give supporting information as to why you feel a certain way about ethics.

Scenario: Occasionally firefighters swap time with each other if they need time off. This is permitted by the fire department with the understanding it does not cost the fire department money and it is assumed all employees will pay each other back equal time. You have worked two swaps with an individual and have asked multiple times to be paid back for the swap when you needed to be off. The individual has claimed to have a prior commitment each time. How do you handle this situation?

Sick time is provided by employers so that employees or their immediate members who may become sick or injured, and won't lose a regular paycheck. Outline parameters in which you feel it is appropriate to use sick. Please give specific examples and support for your answers.

What do you believe compromises the ethical workplace?

Have you ever been in a situation at work where your honesty was tested? Explain giving specific examples of how you were tested and how you resolved the issue.

These essays will be used to evaluate your views on ethics and other considerations for public service employment. These will become part of your permanent employment record should you be hired as a Maynard Firefighter as a result of this process, as will your oral board scoring sheets.

Please make sure you address the specific points to each question or scenario. Be thorough without making your answer excessive in length. The main point of this exercise is to understand your values as an employee, but additionally we need to know that you have the ability to communicate in writing. As a firefighter, a large part of your job will be writing reports which are legal documents and need to be written correctly in a concise manner that is easily understood.

YOU CAN USE THIS TEMPLATE AS A CHECKLIST TO ENSURE ALL
REQUIRED DOCUMENTATION IS SUBMITTED TO THE MAYNARD FIRE
DEPARTMENT, IN A SEALED ENVELOPE BY THE DATE REQUESTED.

CHECKLIST

I. Necessary Documentation returned to the Maynard Fire Department, 1 Summer
Street, Maynard, MA 01754

- Fully completed employment application, including a completed CORI form, a signed background check form and *two* color copies of your driver's license.
- Cover letter, Resume with at least three references from non-relatives
- Completed essays addressing all questions fully to the best of your ability.
- Signature attesting that all information is accurate and writing is done by you.

TIPS FOR WRITING YOUR ESSAYS

I. Create a schedule

- Identify the tasks you need to do.
- Arrange the tasks in the order you'll need to do them.
- Estimate how long each task will take. Be sure to allow enough time for editing and making changes.
- Identify the date the report is due, and then set a schedule showing what work you'll need to do each day in order to have your report ready on time.

II. Add interest

- Find a quotation and use it to make your point.

III. Make every word count

- Choose words your reader will understand. Remember that you want to communicate your ideas to the person reading your paper.
- Avoid clichés.
- Use a thesaurus to replace overused words and find new ways to express your ideas.