

**Southern Maine Community College Public Safety Student Live-In Program
General Information, Candidate Requirements and Application Form - 19Feb08**

Application Deadline for Fall, 2019 Placement: Wednesday, 5/15/19 @ 1700 hours

General Information

The Southern Maine Community College (SMCC) Public Safety Student Live-In Program is an opportunity for full-time college students to gain real life fire protection and emergency medicine field experience and serve local communities while completing a college degree program. Live-in students are selected on a competitive basis. Candidates selected will receive fire-rescue and EMS training, live and work at an area fire/rescue station free of room expenses, respond on emergency calls, help reduce community risks and perform applicable station duties.

Students in the Live-In Program will gain a valuable community service experience in the pursuit of fire/rescue, emergency medicine or any other careers. However, candidates will be required to assume a high degree of personal responsibility. Public trust and accountability are central to community members' belief that their public servants will always act in the best interest of the community. Since live-in students will become members of a community fire/EMS department, they will be held to a very high level of public trust and accountability. The participating fire/rescue departments will screen live-in candidates prior to placement and continue to monitor participants throughout the program to assure that the community's trust is being honored. This screening process may include background checks, reference checks, medical/physical fitness evaluation and drug/alcohol testing.

The Live-In Program is a partnership between the student, the sponsoring community fire/rescue department and SMCC. Each partner expects certain benefits and results from the partnership. The student will receive valuable career experience, education and training opportunities, and economic benefits; the communities will benefit from well-trained, enthusiastic student employees; and the college benefits from having students gain community service experience in support of academic lessons, furthering the community college's mission.

Sponsoring community fire/EMS departments expect the students to be good and faithful members of the department and community. To accomplish this, students must sign a live-in contract; show initiative and follow the rules set forth by the fire/rescue department, including care of the department property, respect for others, ensuring station security, meeting workplace compliance requirements and performing routine as well as emergency response duties. Students will have the critical responsibility of responding to emergency incidents with fire/rescue vehicles. The departments consider the student's college education to be the highest priority, and expect students to establish and maintain a satisfactory level of academic performance and sign FERPA authorization for FD to check student's academic and code of conduct records. The fire/rescue station is a critical community emergency operations site. As such, the environment is not like that of a student's home or college dormitory. While the community sponsors do everything possible for the student's comfort and needs, the security and integrity of the workplace must be protected.

Students shall respect the rules, regulations and policies of the sponsoring fire/rescue department and community and the rights of others. Students shall conduct themselves in accordance with acceptable workplace practices whenever they are on fire/rescue department property.

The third Live-In Program partner, the college, expects the student participants to maintain good standing within their host fire/rescue department, attain satisfactory grades, and be a good college community member.

This program's proven success in preparing students for fire/rescue and emergency medicine careers for more than thirty years is a testament to the commitment and support of all of the program partners – host communities, SMCC and hundreds of students -- to make it a highly rewarding, enjoyable and valuable community service experience.

For more info, visit the Fire Science portal:

https://my.smccme.edu/ICS/Academic_Departments/Fire_Science/Public_Safety_Student_Live-In_Program.inz

Live-In Candidate Requirements: Candidates for admission into the SMCC Public Safety Live-In Program must meet all of the following requirements:

- 1) Be accepted (or in the process of being accepted) as a degree or certificate candidate in any SMCC academic program.
- 2) Enroll as a full-time student and earn at least 12 credit hours (or equivalent) per semester.
- 3) Possess (and maintain) a valid driver's license and reliable transportation.
- 4) Complete this application form fully and submit required attachments prior to application deadline:
 - a. Cover letter and resume
 - b. Photocopy of valid driver's license
 - c. Academic records (unofficial transcript) from high school + any colleges/universities attended
 - d. Three written letters of recommendation from community leaders (i.e.: Fire, EMS or police officers; municipal and/or school officials or advisors; civic or church leaders, employers, etc.)

Placement Process: Partner communities will select candidates based on the follow process:

- 1) Students apply for acceptance in any SMCC academic program.
- 2) Candidate completes and submits all required live-in application material to:

SMCC Fire Science
ATT: Steve Willis, Public Safety Student Live-In Coordinator
2 Fort Rd
South Portland, ME, 04106

E-mail scanned documents to swillis@smccme.edu
- 3) ***Application deadline is 5/15/19 @ 1700 hours.*** (Post-deadline applications will not be considered in the 1st round of placements, but will be eligible for placement later as positions become available). *Completed applications will be posted immediately for all live-in departments to view, so apply early!*
- 4) Mandatory oral interviews are scheduled in late May / early June each year and as vacancies occur.
- 5) Live-In selection will be contingent upon acceptance by SMCC in an academic program and registration as a full time student each semester.

Candidates placed in the Student Live-in Program must complete mandatory initial training/certifications: (see Selection + Training Schedule, Fire Science portal: https://my.smccme.edu/ics/Academic_Departments/Fire_Science/)

- Mandatory Live-In Orientation (*1-day in late June*)
- Candidates report to fire/EMS departments for assignment and mandatory training:
 - a. Live-In Firefighter I+II Academy: (*15-day academy, 2nd, 3rd and 4th weeks of August*) *Student can live @ their assigned live-in station during academy.*
 - b. MFSI/Pro Board Firefighter I+II Certification end-test (written + skills tests): (*September/October*)
 - c. Emergency Vehicle Operator Course and Pump Operations training: (*2 Weekends in September*)

Unsuccessful Candidates and Post-Deadline applicants:

- Applicants can remain on waiting list for consideration for live-in program openings that occur during the school year.
- When vacancies occur, live-in Fire/EMS departments can interview, selected and place candidates on waiting list immediately.

SMCC Public Safety Student Live-In Application
For Fall, 2019 placement, *Application Deadline is 5/15/19 @ 1700 hours*

When would you be able to start a live-in position? (Month/year): _____

Check one: I plan to attend SMCC for Fire Science, Paramedicine, Pre-Para. or Criminal Justice
 I plan to attend a different SMCC program: _____

All candidates must complete this application and submit with all attachments (listed below). Normal application deadline is listed above. Post-deadline applications are accepted for placement as vacancies occur. (Please type or print clearly)

Name _____

Home Address _____

Home Phone _____ Cell Phone _____

E-mail _____

Recognition, Training or Certifications Earned:

(Please note if currently in progress)

	<u>Level / Designation</u>	<u>Completion Date</u>	<u>Certifying State/Agency</u>
Eagle Scout/Explorer/Jr. Member	_____	_____	_____
Basic Fire School (Structural FF.)	_____	_____	_____
Firefighter I	_____	_____	_____
Firefighter II	_____	_____	_____
EVOC, BPOC, Driver/Operator	_____	_____	_____
EMR or EMT (List which)	_____	_____	_____
Hazardous Materials	_____	_____	_____
Other recognition/awards	_____	_____	_____

When do you plan to start as a full time student? (List date) _____

Have you ever been convicted of a crime? [] yes [] no (if yes, attach a detailed explanation)

When would you prefer to have your oral interview? (Check either or both) [] Friday eve, 5/31/19 [] Saturday, 6/1/19

I have read all the information and understand the rights & responsibilities of the SMCC Public Safety Student Live-In Program.

Candidate Signature: _____

Date: _____

Attachments (please check):

- [] Cover letter
 [] Resume
 [] Photocopy of driver's license
 [] Academic records: HS + college
 [] 3 letters of recommendation

Name and Contact # of Personal References

	<u>Name</u>	<u>Phone #</u>	<u>E-mail address</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____