

Southern Maine Community College Public Safety Student Live-In Program
General Information, Candidate Requirements and Application Cover Sheet – 24Nov28

Application Deadline for First Round of Fall 2025 Selections: Monday, 3/30/25 @ 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 college certificate or degree programs. 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, perform applicable station duties, earn response pay based on credentials, and help reduce community risks by performing and supporting prevention, mitigation and emergency response operations.

Students in the Live-In Program will gain a valuable community service experience in the pursuit of fire/rescue, emergency medical, risk management and many 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 continuously monitor participants during their service to ensure they are upholding the community's trust. This selection process may include interview, background check, reference check, medical/physical fitness evaluation and drug/alcohol testing.

The Southern Maine Public Safety Student Live-In Program is a partnership between students, sponsoring community fire/rescue departments and SMCC. Each partner expects certain benefits and results from the partnership. Students receive valuable career experience, education and training opportunities, as well as economic benefits; communities 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, each student 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 safely and effectively. Students will have the critical responsibility of responding to emergency incidents with fire/rescue vehicles. The departments consider the student's academic success to be the highest priority and expect students to establish and maintain a satisfactory level of academic performance. Students must sign a FERPA authorization form to allow their fire-EMS department to check student's academic and code of conduct records on an on-going basis. Since fire/rescue stations are critical community emergency operations facilities – unlike a student's home or a college dorm - the security and integrity of the workforce and workplace must be protected at all times. Live-in students are expected to act as student and career professionals.

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.

SMCC requires live-in students to maintain good standing within their host fire/rescue department, attain satisfactory grades, and be a contributing college community member.

This program's proven success for more than thirty years in preparing students for fire/rescue, emergency medicine and other challenging and fulfilling careers is a testament to the commitment and support of all of the live-in program partners – host communities, SMCC and hundreds of students over the years -- to make it a highly rewarding, enjoyable and valuable academic and 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) each fall and spring 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 (SMCC offers 40+ majors).
- 2) Candidate completes live-in application cover sheet and submits all required attachments (*please don't fold or staple your documents*) to:
 Southern Maine Community College
 ATTN: Steve Willis, Public Safety Student Live-In Coordinator
 2 Fort Rd
 South Portland, ME, 04106
 - Or -
 Scan all documents, save as PDF files and attach to an email to: swillis@maineccc.edu
- 3) **Application deadline is 3/30/25 @ 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 Zoom interviews are tentatively scheduled for Friday evening and Saturday, April 11+12, 2025, and as vacancies occur.
- 5) Live-In selection will be contingent upon acceptance by SMCC in an academic program, course registration as a full time student each fall and spring semester, and successful completion of the department's employment process.

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, in-person New Live-In Student Orientation (*1 day in late June*)
- Candidate reports to fire/EMS department for on-boarding and mandatory initial training:
 - a. Early Start FIRE 125 *Fire-EMS Practicum* course: Option to move in to fire-EMS station 1 week early and earn college credit while completing the fire-EMS department's "on-boarding" (employment) requirements.
 - b. Live-In Firefighter I+II Academy (if student has not already earned Fire 1+2 certification): Required summer self-study and on-line quiz assignments beginning June 1st, then 3-week (15-day) hands-on portion in August. Student can live @ their live-in station during the hands-on portion of the Live-in Academy.
 - c. MFSI/Pro Board Firefighter I+II Certification end-test (written + skills tests): (*during Fall semester*)
 - d. Emergency Vehicle Operator Course: (*Weekends in the fall*) and Basic Pumps (BPOC - *in the spring*).

Candidates not chosen in early April:

- Applicants can remain on live-in waitlist for selection as live-in program openings occur during the summer and school year up until March 1st of the following year.
- When vacancies occur, live-in Fire/EMS departments can interview and select candidates immediately from waitlist.
- **Waitlist students who schedule SMCC fall semester on-campus housing, apply and are accepted in the Live-In Fire 1+2 Academy, and complete on-line assignments can move into their dorm room in early August to attend the hands-on portion of the Academy.**

SMCC Public Safety Student Live-In Application

For Fall 2025 Placement - *Application Deadline is 3/30/25 @ 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-EMS or Criminal Justice
☐ I plan to pursue a different SMCC major (please list): _____

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 _____

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/Gold Scout/Explorer/Junior Member	_____	_____	_____
Basic Fire School (ME BLS Structural FF.)	_____	_____	_____
Firefighter 1 and/or Firefighter 2 (list)	_____	_____	_____
EVOC, BPOC or Driver/Operator (list)	_____	_____	_____
EMR or EMT (list license level)	_____	_____	_____
Hazardous Materials (list qual'n. level)	_____	_____	_____
Other earned recognition/awards (list)	_____	_____	_____

When do you plan to start as a full time SMCC student? (List month + year) _____

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

When would you prefer to have your Zoom interview? (Check either or both) [] Friday eve, 4/11/25 [] Saturday, 4/12/25

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

Candidate Signature: _____ Date: _____

Required Attachments (check off):

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

Name and contact info for your personal references:

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

Submit this application page and all required attachments to:
 Southern Maine Community College
 Attn: Steve Willis, Student Live-in Coordinator
 2 Fort Road
 South Portland, ME 04106
 (Please don't fold or staple your documents)

Or: Scan all pages, save as PDF documents and email
 as attachments to: swillis@mainecc.edu