

## Job Information Packet

# Glen Lake Fire Department

Applications are accepted during open application periods only. They will not be held on file.\*

You can submit your application in person or by mail. The application may be downloaded from <https://glenarbortownship.com/departments/emergency-services/>

The mailing address is:  
Glen Lake Fire Department  
PO Box 212  
Glen Arbor, MI 49636

For more information contact the Department at (231) 334-3279 or send an email to [info@glenlakefire.org](mailto:info@glenlakefire.org)

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## **The Hiring Process**

Many people ask questions about our hiring process. The fire department has a very different hiring method than the average business. It is not uncommon for it to take several months to a year to get hired from the date of application. So how does the hiring process work for the Glen Lake Fire Department?

### **Step 1: The Posting of the Job Announcement**

The Department will post an announcement on its website stating their intentions to accept applications for the position of firefighter. This announcement will include a job description of the duties required to be a firefighter and any necessary qualifications which are required to apply. They will also list the date, time, and location where applications will be accepted.

### **Step 2: The Application**

The Glen Lake Fire Department only accepts applications for the position of firefighter during the period identified in the job posting. The application period will be specified on the Department website. Applications will not be accepted after the posting closing date.

Applications for firefighter positions will be available online at <https://glenarbertownship.com/departments/emergency-services/>. You also will be able to apply in person or by mail. The Department offices are located at 6401 W. State St., Glen Arbor, Michigan. Candidates who meet the basic qualifications for the position will be notified when a test day is scheduled. The letter will detail information regarding the date, time, and location for the written test and physical agility test.

### **Step 3: The Written Test**

Testing for the position of firefighter is usually given by the Department as necessary. You must bring with you to the testing site the documents sent with your application acceptance letter, your picture ID, and any other supporting documents. You need to arrive before the scheduled start time. If you arrive late, even by a few seconds, you will not be admitted into the test area and you will not be able to take the written test.

Our written test is designed as an entry level test which means you will not need to have any prior fire department knowledge to take our test. There is no study guide available from the Department. The minimum passing score is 75%.

About 2 weeks after taking the written test you will be sent a letter giving you your score and, if you have passed, information on the interview process.

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## Step 4: The Physical Agility Test

Physical Agility Testing (PAT) is conducted on the testing day. After the written test is completed, you will take the Physical Agility Test.

Candidates are expected to bring their own complete set of turnout gear, including SCBA or SCBA mask. If the candidate is unable to produce such equipment, notification to the Glen Lake Fire Department must be made prior to the testing date. Given proper notification, the Department may provide acceptable PPE to the applicant for testing purpose.

The Physical Agility test is composed of 10 different stations. Each station serves to test a candidate's ability to perform skills that simulate duties of a firefighter. **The test ensures candidates possess the MINIMUM physical capacity necessary to begin training in the Department.**

The candidate is given 6 minutes 45 seconds to successfully complete the first nine stations in order. The candidate shall perform these while wearing full turnout gear and SCBA while breathing air. In order to successfully complete the test the candidate may not run, drop any tool or hose, and must not run out of breathing air. Upon successful completion of the first nine stations, the candidate is given a ten (10) minute break before they must begin station 10.

The stations and skills which are to be demonstrated are as follows:

**Station # 1-** The candidate shall pick up a charged 1 3/4" hose line and drag to a predetermined point, upon reaching this point turn and drag the line completely back and place the nozzle back to its original location. Proceed to station #2

**Station #2-** The candidate shall walk to the sledge hammer station straddle the wooden beam. The candidate will lift the sledge to shoulder height and strike the beam ten (10) times. Candidate may hit the beam as hard or as lightly as they prefer as long as the total number of strikes is achieved. Proceed to station #3

**Station #3-** The candidate shall pick up a 50' length of rolled 2 1/2" hose and attempt to cross a 20' long 6" wide beam. The candidate shall not fall off the beam or touch the ground, if candidate does fall off or touch the ground they will be required to return to the beginning and re-attempt the station. Once the candidate has completed this station they will set the roll of hose on the floor and proceed to station #4.

**Station #4-** The candidate shall walk to a 14' roof ladder, raise and carry it to a predetermined location. Once at the predetermined location candidate will ladder the side of a building and climb to the top of the ladder and back down hitting every rung. Candidate will then carry ladder back and place it in its original location. Proceed to station #5.

**Station #5-** Candidate shall go to the second floor of the training building two times, each time carrying a different piece of equipment. Each piece of equipment will have a designated location to be placed. When going up and down the steps, the candidate must utilize each step. After the second time going to the second floor candidate will proceed to station #6

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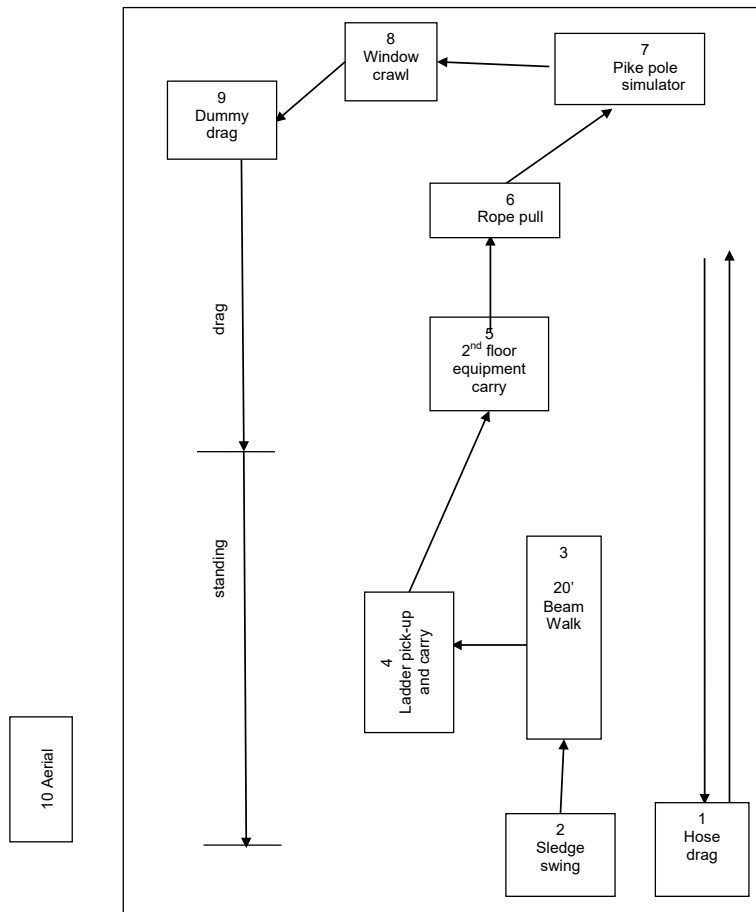
**Station #6-** Candidate will go to the second floor window of the training building where there will be a rope placed in the window. Each candidate will be required to pull up a roll of 1-3/4" hose that has been pre-attached to the rope, and set it in a predetermined location. Candidate goes down the stairs and continues to station #7.

**Station #7-** Candidate shall go to the pike pole simulator. At this station each candidate will be required to pull down the weighted simulator 20 times, and then move on to station #8

**Station #8-** Candidate shall open a shuttered window and climb through it and crawl to a predetermined location, after doing so candidate may move on to station #9.

**Station #9-** Each candidate will be required to drag a life-size dummy 100', the first 50' of the drag will be on their knees or in a crawling position, the second 50' the dummy will be drug from the standing position. There will be webbing pre-attached to the dummy for candidates to utilize for the drag. Once candidates have successfully completed this they can move on to station #10

**Station #10-** Each candidate will don a ladder belt which will be provided by the Glen Lake Fire Department , be secured to a belay line and climb an aerial device raised to an angle of 70 degrees and a height of 105'. This station will not be timed, and will not require candidate to be on breathing air, but will require that candidate wear an SCBA.



\*All information contained within this packet is subject to change.

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## Step 5: The Background Check

The Department does a thorough background check of all potential candidates. We will check your credit history, driving history, previous employment history, and any criminal history you might have on record.

## Step 6: Structured Panel Interview

The structured interview assesses your oral communication, interpersonal, and decision making skills. A second interview may be granted to those candidates who successfully pass all the required testing and the first structured panel interview. An eligibility list will be made from the results of the testing and interviews.

## Step 7: The Medical Physical

After a candidate successfully completes all of the previous steps and is placed on the eligibility list, a conditional offer of employment may be made. If a conditional offer is made, the candidate is sent to the Department's physician for a complete physical which includes an eye exam and a drug screen. If the physical is passed, an offer of employment will be made. If the candidate accepts our offer of employment, a start date and time will be scheduled to begin your training at the Department.

## All Glen Lake Fire Department employees also receive the following benefits:

- Health insurance with prescription, dental, and vision coverage
- FSA (health and dependent care) available
- Short and long-term disability insurance
- Employee Assistance Program (EAP)
- \$50,000 Life Insurance
- Paid Time Off (PTO) for personal, sick, vacation, etc.
- Six (6) paid holidays
- Overtime opportunities
- Uniform provided including all safety gear

## Frequently Asked Questions

Q: When will you be accepting applications?

A: The Department accepts applications during the application period. Testing dates are established when necessary.

Q: Where can you get an application?

A: Applications will be available online at <https://glenarbertownship.com/departments/emergency-services/>. Applications are accepted by mail or may be hand-delivered to the Department office at 6401 W. State St., Glen Arbor, MI 49636

Q: When is the exam date?

A: Testing dates are established on an as-needed basis. The Department will contact you when an exam is scheduled.

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Q: How long before you find out where you have placed on the list?

A: It can take 2-3 weeks to receive your results. The Department will send you a letter stating what your score was on the test and where you place on the list.

Q: Is there a study guide available?

A: No.

Q: How are you ranked on the list?

A: You are ranked on the list by a combination of your testing and interview results.

Q: What if there is a tie?

A: All ties are broken by random selection.

Q: Are there additional points given for special skills?

A: There are no additional points given for special skills.

Q: Is there a physical assessment given?

A: There will be an assessment given after the written test. The description of the agility test is in this packet. The assessment standard is subject to revision at any time.

Q: Where is it held?

A: The physical agility test is conducted at the Glen Lake Fire Department, Station 1, at 6401 W. State St. in Glen Arbor.

Q: Will there be any practice sessions available for the physical agility test?

A: No.

Q: How can I prepare for the physical agility test?

A: Look at the description of the test and determine any areas in which you might be weak. There are many online resources and books in the public library that can help you with exercises that target your weak areas.

Q: Is there an age requirement?

A: If hired, you must be able to provide proof that you are least 21 years of age.

Q: What is the new hire start date?

A: That will be determined after the test is given and interviews are conducted.

Q: How many recruits will you be hiring?

A: We are not sure at this time. It depends on the needs of the Department.