

GLEN LAKE FIRE DEPARTMENT
An Equal Opportunity Employer

Application Packet Checklist

Applicant's Name: _____

Current Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

Current Mailing Address (if different): _____

City: _____ State: _____ Zip: _____

THIS FORM MUST BE RETURNED WITH THE APPLICATION PACKET

Packets can be returned in person, mailed, or emailed to:

**Glen Lake Fire Department
Attn: Human Resources
P.O. Box 212
Glen Arbor, MI 49636
E-mail: admin@glenlakefire.org**

Packets must include **ALL** materials listed below in order to be considered complete.

- Completed Glen Lake Fire Department Employment Application
- Copy of high school diploma or acceptable high school equivalency certificate. If G.E.D. must provide copy of certified test score.
- Authorization for Release of Personal Information
- Notice of Pre-Employment Drug Testing
- Authorization to Collect Background Information
- Copy of valid medical licenses. A copy of National Registry certificate must accompany Out-of-State licenses.
- Copy of current Health Care Provider CPR card. Copy of ACLS card for Paramedic positions.
- Copy of valid firefighter and Haz-Mat certifications. Out-of-State certificates must have Pro-Board or IFSAC Seal
- Copy of current valid Driver's License
- Provide, upon request, proof of U.S. citizenship
- Provide, upon request, proof of Selective Services Registration
- If a veteran, include proof of dates of service and discharge status (Form DD-214)

GLEN LAKE FIRE DEPARTMENT

An Equal Opportunity Employer

Applicant Information

Application

Applications are accepted in person or by mail during posted application periods. All applications must be completely filled out and all required forms must be submitted with the application in order to be considered valid.

General Information

- Work as an EMT/Firefighter is shift work. The shifts are at least 24 hours long and on a rotating schedule.
- Work as an EMT/Firefighter involves continual study and training.
- Overtime is paid at the rate of 1 1/2 times the regular salary.
- A new EMT/Firefighter is considered a temporary employee and on probation for the first twelve months of employment.

Pre-Interview Requirements:

- Position applications will be reviewed to assure they are complete and that each applicant has identified they meet the minimum requirements for the position in which they are applying for. Once an application is deemed complete, the applicant will be placed for a pre-interview assessment.
- Pre-interview assessments will be determined by the department and notification given to the applicant. The pre-interview process includes; Criminal background investigation and personal history/professional employment background investigation. The details of these pre-interview requirements are listed below.

Personal History/Background Investigation/Motor Vehicle Records Check

Applicants will be given a Personal History Statement and a packet to be completed, as applicable, and returned to the department. Based upon these documents, each applicant will be subject to a thorough background investigation. Personal and employment references will be contacted. Checks will also be made of the applicant's driving and any criminal records. Persons who successfully pass the background investigation will be scheduled for an interview.

Interviews

- In order to qualify for the interview process, the applicant must successfully complete the pre-interview assessment process. A designated panel will conduct oral questioning of the selected applicants. Based on responses to the questions, the panel will evaluate each applicant.
- An applicant must receive a satisfactory evaluation from the panel in order to continue in the hiring process. Applicants who do not receive a satisfactory evaluation will be removed from further consideration for the current hiring process.
- The applicant will also be ineligible to be re-considered for employment with the Glen Lake Fire Department for a period not less than one year.
- Applicants who satisfactorily complete the interview are eligible to proceed to the next steps in the applicant evaluation process.

Eligibility List

- After successfully completing all previous aspects of the hiring process, the applicant will be ranked on an eligibility list.
- This list is developed using a combination of qualifications and interview performance. As positions open in the department, candidates may be offered an opportunity to proceed to the next step in the hiring process.
- Eligibility lists remain in effect for twelve (12) months after they are established.

Conditional Offer of Employment

- Eligible candidates may be given a conditional offer of employment by the Chief of the Department.
- The offer of employment will be conditional on the applicant's ability to successfully pass a medical evaluation and urine drug screen.

Post-Offer Medical Examination and Drug Screen

- Upon being offered a conditional offer of employment, the applicant will be scheduled to take a post-offer medical examination and drug screen.
- The medical examination will be conducted to ensure that the applicant meets the medical requirements set by the fire department using standards established by the National Fire Protection Association. The applicant will be given a drug screen urinalysis to determine the presence of any illegal drugs.
- Applicants who do not meet these requirements will be removed from consideration during the current hiring process.
- The candidate must complete a HIPAA release form and have personal medical records forwarded to the Department's physician.

Offer of Employment

- An applicant who has successfully completed all aspects of the hiring process will be given a final Offer of Employment from the Chief of the Department.

Reasons for Rejection

The following are some areas or activities which may cause an application to be denied:

- The applicant is deemed physically or mentally unfit to perform the duties of a Firefighter.
- The applicant has a recent history of excessive use of alcohol, or use of narcotics or other drugs which may affect job performance.
- The applicant has a history of convictions which relates to fitness to perform the required duties of a Firefighter, or a record of conviction for any crime involving moral turpitude.
- The applicant has a record of unsatisfactory employment.
- The applicant has made false statements of any material fact or has practiced or attempted to practice deception or fraud in the application.
- The applicant has used political pressure or bribery to secure an advantage in employment.

For more information, contact the Human Resources staff at (231) 334-3279 or come by the office located at Glen Arbor Public Safety Building, 6401 W. State St., Glen Arbor, MI, 49636

Glen Arbor Township is an Equal Opportunity Employer.

APPENDIX B



Glen Lake Fire Department
PO Box 212
Glen Arbor, MI 49636
231-334-3279
admin@glenlakefire.org

GLEN LAKE FIRE DEPARTMENT EMPLOYMENT APPLICATION

Important Instructions for completing the application:

- Please TYPE or PRINT in INK
- **All information** requested **must be completed** on the application. Incomplete or illegible applications will not be processed. If information does not apply N/A should be placed in the box.
- This application form and its attachments are official property of the Department and will not be returned, reused or copied for you after being submitted. You should retain a copy of this application for future use or reference.
- Excessive or nonessential attachments will not be referred to the hiring department. Only information necessary to complete the application should be attached. Examples of work, awards, letters, etc., may be taken to interview.
- If more space is needed to give full answers or explanations, attach additional sheets referencing the item number, your name, and job title applied for. Staple attachments to the application.
- Only United States citizens or aliens who are legally entitled to work in the United States are eligible for employment.
- Glen Arbor Township affords equal employment opportunity to all individuals regardless of race, color, national origin, sex, religion, age, qualified disability status or veteran status.
- Reimbursement for travel expenditures during an interview process is not available.
- Please make sure you meet the minimum qualifications and the application deadline. Applications are due no later than 5PM ET on the posted closing date.
- Applications can be delivered Monday through Thursday from 8:00 AM to 4:30 PM in the Administration office or you may mail or email your application to our office.

<p>Applications can be mailed to: Glen Lake Fire Department Attn: Human Resources PO Box 212 Glen Arbor, MI 49636</p>	<p>Contact information: 231-334-3279 E-mail: admin@glenlakefire.org www.glenarbortownship.com/departments/emergency-services/</p>
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Section A: Applicant Information.

1. Official Job Title Applied For As Stated On Announcement		2. Date of Application		
3. Last Name	4. First Name	5. Middle Name		
6. Mailing Address	7. City	8. State	9. Zip Code	

10. Daytime Contact Phone	11. Evening Contact Phone	12. Email	
13. Driver's License #	State Issuing License	Class or Type of	
14. Can you, upon employment, submit documentation verifying your identity and your legal right to work in the United States?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
15. Check the schedules you are willing to work:			
<input type="checkbox"/> Weekdays <input type="checkbox"/> Weekends/Holidays <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			
16. Are you presently employed by the Glen Arbor Township? If yes, specify department and current title			
<input type="checkbox"/> Yes <input type="checkbox"/> No		Specify:	
17. If previously employed by the Glen Arbor Township, specify department(s), title(s) and date(s).			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
18. If you are under 21 years of age, can you provide proof of your eligibility to work?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
19. If you are related to any Glen Arbor Township employee, Board member or official, specify names, relationship and department:			
20. Are you able to perform all the essential functions of the job for which you are applying, with or without, reasonable accommodation?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
21. If you have been employed or attended school under other names, list names and dates of use:			
22. Date of Military Service		Branch of	
From:	To:		

Section B: Answer all questions. Do not include minor traffic violations such as parking and speeding tickets.

23. Have you ever been convicted of a crime (misdemeanor, felony, or military court martial)?
<input type="checkbox"/> Yes <input type="checkbox"/> No
24. Have you ever been placed on probation?
<input type="checkbox"/> Yes <input type="checkbox"/> No
25. Have you ever been placed on deferred adjudication?
<input type="checkbox"/> Yes <input type="checkbox"/> No
26. Are there criminal charges currently pending against you?
<input type="checkbox"/> Yes <input type="checkbox"/> No
27. For any yes answer to questions 23 – 27, list type of offense, location and fine or sentence received. Convictions do NOT necessarily disqualify an applicant from employment consideration.

Section C: Education, Certification, Licenses & Additional Skills

Do you have a High School Diploma or GED?		Mark highest level			
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> HS/GED <input type="checkbox"/> Some College <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral			
College/University/Vocational School Name, City, State	From	To	Major	Degree earned	Sem. Hours
1.					
2.					
3.					
Licenses or Certificates			Date Earned	Expiration Date	
1.					
2.					
3.					
In what language(s) other than English are you proficient? Language					
1.			<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write		
2.			<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write		
Additional Skills: List equipment, software, specialized systems or other skills that are related to the job for which you are applying.					

Section D: List jobs in reverse order starting with your most recent job. List your work history for the last 10 years including volunteer, part-time, temporary, self-employment and military jobs. Provide a detailed description of duties performed. Do NOT substitute a resume for completion of this section. You may attach additional pages in the same format if more space is needed.

Employer	Address	City, State and Zip Code	
Your Job Title	From (Month/Year)	To (Month/Year)	
Last Salary	Hours per Week	Reason for Leaving	
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Duties:			

Employer	Address	City, State and Zip Code	
Your Job Title	From (Month/Year)	To (Month/Year)	
Last Salary	Hours per Week	Reason for Leaving	
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Duties:			
Employer	Address	City, State and Zip Code	
Your Job Title	From (Month/Year)	To (Month/Year)	
Last Salary	Hours per Week	Reason for Leaving	
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Duties:			
Employer	Address	City, State and Zip Code	
Your Job Title	From (Month/Year)	To (Month/Year)	
Last Salary	Hours per Week	Reason for Leaving	
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Duties:			

Professional Reference: Name	Relationship /Occupation	Phone
1.		
2.		
3.		
Were you referred by a current GLFD employee? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, who?

How did you hear about the position?	
<input type="checkbox"/> Friend/Family	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Internet	<input type="checkbox"/> Radio/TV
<input type="checkbox"/> Fire Department Website	<input type="checkbox"/> Bulletin board
<input type="checkbox"/> Job fair	<input type="checkbox"/> Employee referral
<input type="checkbox"/> Magazine/newsletter	<input type="checkbox"/> Other:

Section E: Complete this section if the job you are applying for requires the operation of a motor vehicle. It is a necessity for the Township to hire only employees who are safe drivers with good driving records. This section will be used to verify driving eligibility.

In the past 5 years, have you had your driver's license revoked or suspended?
<input type="checkbox"/> Yes <input type="checkbox"/> No
In the past 5 years, have you had an application for driver's license denied?
<input type="checkbox"/> Yes <input type="checkbox"/> No
In the past 5 years, have you been convicted of reckless driving?
<input type="checkbox"/> Yes <input type="checkbox"/> No
In the past 3 years, have you been convicted of more than 2 moving violations?
<input type="checkbox"/> Yes <input type="checkbox"/> No
In the past 3 years, have you been determined to be at fault in a vehicle accident?
<input type="checkbox"/> Yes <input type="checkbox"/> No

AGREEMENT AND CERTIFICATION

Drug Free Work Environment: Glen Arbor Township and Glen Lake Fire Department are committed to providing a safe, efficient, drug and alcohol-free work environment for all employees. In keeping with this commitment, finalists for all job openings will be required to provide body fluids (blood or urine) to determine the use of alcohol, illegal or controlled substances. Failure of the drug and alcohol screen will result in denial of employment. Additional information on this policy may be obtained from the Glen Arbor Township Policy Handbook and the Glen Lake Fire Department Operations and Administration Manual.

Falsification of Information: I hereby certify that all statements made on this application and attachments are true and correct to the best of my knowledge and belief. I understand that any false statement, misrepresentation or omission made by me on this application or subsequent interview(s) could cause me to be ineligible for employment or terminated from employment. Further I understand that I am required to abide by all policies and procedures of Glen Arbor Township.

Verification of Information: I authorize Glen Arbor Township and its agents to investigate and verify the facts claimed by me on this application. I further authorize my former employers to provide any information requested by Glen Arbor Township. I understand that employment processing may include a criminal background check, drug and/or alcohol screening and/or review of my driving record. I hereby release Glen Arbor Township and its agents from all liability in making any investigation and inquiry relative to information contained in this application form.

I understand that nothing in this application or in any prior or subsequent written or oral statement creates a contract of employment or any rights in the nature of a contract. I agree to submit to medical examination and drug/alcohol screening, if required.

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The Department will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

HAVE READ AND AGREE TO THE ABOVE STATEMENTS.

Applicant's Signature

Date

Applicant's Printed Name



APPENDIX C



Authorization for Release of Personal Information

I hereby authorize a review, full disclosure and release of all records, including but not limited to photocopies of records concerning myself to any duly authorized agent of Glen Arbor Township, whether the said records are of public, private, or confidential nature.

The intent of this authorization is to give my consent for a full and complete disclosure and release of the records of: educational institutions, financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings), and other financial statements and records whenever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veterans Administration; employment and pre-employment records, including background reports, efficiency ratings, attendance records, complaints or grievances filed by or against me or another person in any case, either criminal or civil, in which I presently have or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Township including the Glen Lake Fire Department. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any liability which may be incurred as a result of furnishing such information.

I further agree to waive any right whatsoever to the background investigation report or personality profile report developed through this waiver.

A photocopy of this release form will be valid as an original thereof, even though the said copy does not contain an original writing of my signature.

Applicant's Date of Birth

Driver's License Number

Applicant's Address

EXECUTED this _____ day of _____ 20_____

Applicant's Signature

Applicant's Printed Name



Appendix D



Notice of Pre-Employment Drug Testing

Any individual applying for employment with Glen Arbor Township (the "Township") may be required to provide body fluids (blood or urine) to determine the use of alcohol, illegal or controlled substances as a mandatory part of the application process. This notice serves as a written statement of the Township's intention to conduct such testing as part of the application process. The testing will be conducted by a certified laboratory/testing service selected by the Township, or its agents, in accordance with the procedures required by applicable state and federal laws.

Tested applicants will be notified of any positive test results. All test results shall be considered confidential by the Township and shall not be disclosed to the employees of the Township, or any other person, other than to those persons for whom such disclosure is necessary.

Positive test results or a refusal to sign this consent form and participate in pre-employment drug testing shall be grounds for denial of employment. Arrangements for testing will be made by a representative of the Township, in consultation with the applicant. Cooperation in scheduling the testing is important for processing an application.

By signing below, you consent to be drug tested and acknowledge you have thoroughly read the foregoing notice and policy, and you understand and agree that in order to be considered for employment with the Glen Lake Fire Department, you will comply in full with the Township and its Fire Department's drug testing policy

EXECUTED this _____ day of _____ 20_____

Applicant's Signature

Applicant's Printed Name



APPENDIX E



Authorization to Collect Background Information

I have applied for employment with Glen Arbor Township. I authorize investigation of all statements contained in my application for employment as may be necessary in arriving at a decision. I further authorize representatives of the Township to obtain pertinent information from my previous employers, references, and other persons with knowledge of my work history and background, education, regulatory or police records, driving records, licensing status or professional designation, and character or reputation, and to consider the information provided by the background check when making decisions regarding my employment with the Township and the Glen Lake Fire Department in Glen Arbor Township, Michigan.

I authorize all previous employers, references or other persons having knowledge of my record or myself to release such information to the Township, and hereby release all persons from liability for any damage that may result from furnishing such information to the Township or its Fire Department.

A photocopy of this release form will be valid as an original thereof, even though the said copy does not contain an original writing of my signature.

Applicant's Date of Birth

Driver's License Number

Applicant's Address

EXECUTED this _____ day of _____ 20_____

Applicant's Signature

Applicant's Printed Name