

WRIGHT-TALLMADGE FIRE DEPARTMENT

Note: If you feel that your civil rights would be violated by answering a question on this form, please omit the answer to that question.
"We are and equal opportunity employer"
This application will be kept current for six months. You will need to complete another application to be reconsidered after this date.

PERSONAL INFORMATION

DATE: _____

Name _____ Social Security _____

Present Address: _____ Telephone No. _____

Are you legally eligible for employment in the U.S.A.? _____

Are you 18 years or older? _____

Type of Position Desired _____ Full Time _____ Part Time _____ Temporary _____

Were you previously employed by us? _____ If yes, when? _____

* If your application is considered favorably, on what date will you be available for work? _____, 20__

Please insert times on each day you would be available for work.

Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____ Sat. _____ Sun. _____

GENERAL INFORMATION

List outside interests _____

(Clubs, Organizations including Professional Organizations, Sports, Hobbies) Need not list any interests, which would indicate your religious or ethnic background.

Have you ever been convicted of a crime? _____ If yes, give full particulars _____

How much time have you missed from work during the last two (2) years? _____

Do you have a valid driver's license? _____ State _____

WRIGHT-TALLMADGE FIRE DEPARTMENT

U.S. ARMED FORCES HISTORY

U.S. Armed Forces Service _____

Branch of Service _____ From _____ To _____

Discharge Disposition _____

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year completed	Did you Graduate?	List of Diploma or Degree
High					
College					
Other					

Are there any other experiences, skills, or qualifications, which will be of special benefit in the job for which you are applying? (Applicant should not list any information that Federal or State law precludes obtaining in the pre-employment state) _____

What type of Business machines do you operate? _____

WRIGHT-TALLMADGE FIRE DEPARTMENT

**Omit Military Service History – GIVE PRESENT OR MOST RECENT POSTION FIRST.
Information must be complete – Be accurate**

EMPLOYMENT EXPERIENCE/WORK HISTORY

Start with your present or your last employer. If you need more space, use an extra sheet of paper. If summer or part-time work, please indicate. If you were employed under a maiden or other name, please indicate that name by the employer.

***May we request a reference from your present employer? _____**

1	Name and Address of Company or Type of Business and Telephone #	Mo./Yr.	To Mo./Yr.	Starting Salary	Ending Salary	Reason for Leaving	Name of Supervisor

2	Name and Address of Company or Type of Business and Telephone #	From Mo./Yr.	To Mo./Yr.	Starting Salary	Ending Salary	Reason for Leaving	Name of Supervisor

3	Name and Address of Company or Type of Business and Telephone #	From Mo./Yr.	To Mo./Yr.	Starting Salary	Ending Salary	Reason for Leaving	Name of Supervisor

4	Name and Address of Company or Type of Business and Telephone #	From Mo./Yr.	To Mo./Yr.	Starting Salary	Ending Salary	Reason for Leaving	Name of Supervisor

Have you ever been discharged from any position? _____ If yes, please explain _____

Are we granted permission to check all information? _____

Indicate by number _____ Any of the above employers whom you do not wish us to contact. _____

WRIGHT-TALLMADGE FIRE DEPARTMENT

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

We are an equal opportunity company. We are dedicated to a policy of non-discrimination in employment on any basis including race, creed, age, gender, national origin, weight, marital status, or handicap.

Briefly set forth why you desire employment with this (Township, City, or Village Name).

*If additional space is required, please use the "Additional Information" section on the next page.)

Name and Address of the person to be notified in the event of an accident/emergency _____

AUTHORIZATION AND UNDERSTANDING:

Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application for employment is true and complete. I authorize you to verify any of the information concerning my employment, education, credit or medical history with the appropriate individuals, companies, institutions or agencies and I authorize them to release such information s you require, including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I also authorize you to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure. I hereby release you and them from any liability whatsoever because of any such inquiries and disclosures. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment. If hired, I agree I will serve at the will of the township and I agree that I shall be bound by the rules, policies, regulations, and terms and conditions of employment of the township as they are from time-to- time changed with or without notice to me. I agree that either party may terminate the employment relationship, with or without cause , at nay time for any reason. I hereby authorize the township to deduct from each and every period of my pay any amounts necessary to offset any damages caused by me or the value of property or money entrusted to me by, or owned by me to the firm during the course of my employment. I agree that these arrangements may only be altered in writing directed to me personally by the Supervisor of the township. I further agree that if I should bring any action or claim arising out of my employment against the township in which the township prevails, I will pay to the township any and all cost incurred by the township in defense of said claims or actions, including attorneys fees. I further agree that my employment is conditional until such time as the results of my pre-employment physical (if such physical is required) are known.

Applicant Signature _____ Date _____, 20____

Witnessed By _____ Date _____, 20 ____

* Note: This application will be kept current for six months. You will need to complete another application to be reconsidered after this date.

WRIGHT-TALLMADGE FIRE DEPARTMENT

JOB DISCRIPTION

TITLE: Paid-On-Call Firefighter

REPORTS TO: Chief of Wright-Tallmadge Fire Department

A. WAGE STATUS: Hourly Rate

B. HOURS OF WORK:

No regular hours are set for this position. Paid-On-Call firefighters are expected to respond to call-out signal as they are available and are needed. Call-out may occur on any day, at any time, and response to call-out may result in performing job duties for any amount of time from less than a one (1) hour up to several hours continuously. Other reporting times may be specifically assigned for such purposes as training, etc.

C. PHYSICAL DEMANDS:

Very heavy work involving the lifting of objects in excess of 100 lbs. With frequent lifting and/or carrying of objects weighing 50 lbs. or more. Work requires the physical ability to do all of the following:

Climbing: Involves the ascending or descending of ladders, stairs, scaffolding, ramps, poles, ropes and the like, using the feet and legs and/or hands and arms.

Balancing: Involves the maintenance of body equilibrium to prevent falling when walking, standing, crouching, and/or running on narrow, slippery, or erratically moving surfaces.

Stooping: Involves bending the body downward and forward by bending the spine at the waist.

Kneeling: Involves bending of the legs at the knees and come to rest on the knee/knees.

Crouching: Involves bending of the body downward and forward by bending at the legs and knees.

Crawling: Involves moving about on the hands and knees or hands and feet.

Reaching: Involves extending the hands and arms in any direction.

Handling: Seizing, holding, grasping, turning or otherwise working with the hand or hands (fingering not involved).

Fingering: Picking, pinching or otherwise working with the fingers primarily, (rather than with the whole hand or arm as in *handling*).

Feeling: Perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of the fingertips.

Talking and/or Hearing: Involves talking and expressing or exchanging ideas by means of the spoken word, and hearing or perceiving the nature of sounds by ear.

WRIGHT-TALLMADGE FIRE DEPARTMENT

JOB DISCRPTION

Seeing: Involves obtaining the impressions through the eye of the shape, size, distance, motion, color and/or other characteristics of an object. The major visual functions are:

- (1) **Acuity, far** – clarity of vision at 20 feet or more.
Acuity, near – clarity of vision at 20 inches or less.
- (2) **Depth perception** – three-dimensional vision. The ability to judge the distance and space relationships to see objects where and as they actually are.
- (3) **Field of vision** – the area that can be seen up and down or to the right or left, while the eyes are fixed on a given point.
- (4) **Accommodation** – adjustment of the lens of the eye to bring the object into sharp focus.
- (5) **Color vision** – the ability to identify and distinguish colors.

Use of the arms and hands is required in reaching, handling, fingering and/or feeling, writing, operating office equipment. Visual functions include acuity, far and near, depth perception, field of vision, accommodation, and color vision.

D. ENVIROMENTAL CONDITIONS:

- (1) **Extremes of cold plus temperature changes:** Variations in temperature, which are sufficiently marked and abrupt to cause noticeable body reactions.
- (2) **Extremes of heat plus temperature changes:** Temperature sufficiently high to cause marked bodily discomfort unless provided with exceptional protection.
- (3) **Wet and humid:** Contact with water or other liquids. Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- (4) **Noise and vibration:** Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing, and/or sufficient vibration (production of an oscillating movement or strain on the body or it's extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- (5) **Hazards:** Situations in which the individual is exposed to the definite risk of bodily injury.
- (6) **Fumes, odors, toxic conditions, dust and poor ventilation:**
 - (a) **Fumes** – smoky or vaporous exhalations, usually odorous, thrown off as the result of combustion or chemical reaction.
 - (b) **Odors** – noxious smells, either toxic or non-toxic
 - (c) **Toxic Conditions** – exposure to toxic dust, fumes, gases, vapors, mists, or liquids which cause general or localized disabling conditions as a result of inhalation or action on the skin.
 - (d) **Dust** – air filled with small particles of any kind and inorganic dust including silica and asbestos.
 - (e) **Poor Ventilation** – Insufficient movement of air causing a feeling of suffocation; or exposure to drafts.

E. NATURE OF WORK:

Controls and extinguishes fires, protects life and property, and maintains equipment as volunteer Firefighter for the Wright-Tallmadge Fire Department. Respond to fire alarms and other emergency calls. Selects hose nozzle, depending on type of fire, and directs stream of water or chemicals onto fire. Positions and climbs ladders to gain access to upper level of buildings or to assist individuals from burning structures. Creates openings in buildings for ventilation or entrance, using ax, chisel, crowbar, electric saw, core cutter, and other power equipment. Protects property from water and smoke by use of waterproof salvage covers, smoke ejectors, and deodorants. Administers first aid and artificial respiration to injured persons and those overcome by fire and smoke. Communicates with superior during fire by using portable two-way radios. Performs assigned duties in maintaining apparatus, quarters, buildings, equipment, grounds and hydrants. Participates in drills, demonstrations, and courses in hydraulics, pump operation and maintenance and firefighting techniques. May drive and operate firefighting vehicles and equipment.

F. SPECIFIC MINIMUM QUALIFICATIONS AND REQUIREMENTS FOR INTIAL EMPLOYMENT:

1. Must be physically able to perform the duties of a Paid-On-Call firefighter.
2. Must posses and/or be able to acquire certification and/or licenses required by law to operate fire department vehicles.
3. Must have and continue to maintain a good driving record.
4. Must be insurable under the guidelines established by the Township's liability insurance carriers.
5. Must be able to speak, read, write, understand and comprehend English for the purpose of performing the multiple communication functions of the job's duties and responsibilities, and for the purpose of completing and/or following and/or applying all directives, manuals, logs. Reports and other communications pertaining to your employment.
6. Must be pleasant, congenial and able to remain calm and courteous in relationship with other personnel and the public.
7. Must have the ability to work well with other individuals.
8. Must have the ability to acquire and to use specialized firefighting knowledge, techniques and practices.
9. Must have independent reliable source of transportation available at all times to immediately bring you to the fire station upon receiving the alarm signal.
10. Must have a workable telephone in personal residence at all times and/or cell phone
11. Must not have a beard, side burns or facial hair which will in anyway interfere with the seals on breathing apparatus or cause the seals to improperly seat tightly against the face.

G. GENERAL MINIMUM QUALIFICATIONS AND REQUIREMENTS FOR INTIAL EMPLOYMENT:

1. Able and willing to work cooperatively and effectively within the structure of team approach concept and/or individual initiative concept.
2. Must be self-motivated and be able to perform job duties independent of and without direct supervisory assistance and/or direction.
3. Must have the ability to work well with individuals on both professional and nonprofessional levels, and therefore must have the ability to communicate directly with management personnel and other personnel.
4. Must have a positive attitude toward the job and toward people.
5. Must be able to work well and to perform work efficiently and productively under pressure, which may be caused by having to face critical and unexpected situations.
6. Must be willing and able to report for work when called in a fit mental and physical condition in order to perform job duties and assigned tasks. This includes the willingness and ability to participate in training and development activities.
7. Must be able to correctly fill out and maintain records and logs, time cards and other forms and reports as required.
8. Must be able to perform those duties that require contact with other persons, whether fellow employees or the public, in an amiable and courteous manner.

**WRIGHT-TALLMADGE FIRE DEPARTMENT
JOB DISCRPTION**

JOB APPLICANT'S UNDERSTANDING

I understand and agree that:

1. Any materials misrepresented or deliberate omission of a fact in my application may be justification for refusal of, or employed, termination from employment.
2. It is my understanding that the township will make thorough investigation of my entire work and personal history and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigation and the giving and receiving of any information requested by the company and I release from liability any person giving or receiving any such information. I understand the falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.
3. I agree that my employment may be terminated by the township at any time without liability for wages or salary except such as may have been earned at the date of such termination. If requested by the management at any time, I agree to submit to search of my person or of any locker that may be assigned to me, and I hereby waive all claims for damages on account of such examination. I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the duties of a job I am being considered for prior to employment or in the future during my employment with the township.
4. Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory; overtime, shift work, a rotating work schedule or work schedule other than Monday through Friday. I understand and accept these as conditions of my continuing employment.

I further understand that this is an application for employment and that no employment contract is being offered.

I further understand that if I am employed, such employment is an indefinite period of time and that the Township can change wages, benefits and conditions at any time.

*I have read and understand and I agree to the above.

Signed: _____

Date: _____

Witnessed: _____

Date: _____

*To be filed in the employee's personnel file

**WRIGHT-TALLMADGE FIRE DEPARTMENT
JOB DISCRPTION**

**JOB APPLICANT'S RELEASE AND WAIVER
(Previous or current employer)**

I, _____, having made application to Wright-Tallmadge Fire Department for consideration of employment with the Township, do hereby authorize through it's employees, agents, representatives or assigns to release and convey to Wright-Tallmadge Fire Department either verbally in person or by telephone, or in written form, any information contained in said authorized company's records with regard to my employment with said company as such pertains or may pertain to my disciplinary, attendance and tardiness records, performance evaluations, training and reason's for termination, or any such related information that is not maintained in written form but may otherwise be recalled from the memories of my previous supervisors or work leaders so that such information may assist the Township in making a determination regarding my qualifications for employment.

I agree to fully and completely release and forever discharge the foregoing named company, it's offices, directors, employees, agents, successors, representatives and assigns from any and all liability, claims, demands and causes of action whatsoever, including but not limited to, claims of personal injury, harm, defamation of character, claims of invasion of privacy, unauthorized release of personal records and/or information , or information which may lead to my wrongfully being denied employment, or if employed, my wrongful discharge, and employment discrimination including age discrimination, or employment discrimination based upon physical or mental handicap, arising directly or indirectly out of its decision to provide such above described information to the Township and its having provided such.

Signed: _____

Date: _____

Witnessed: _____

Date: _____

Three signed originals required. One forwarded to previous employer. One retained by applicant. One to be filed in employee's personal file.

**WRIGHT-TALLMADGE FIRE DEPARTMENT
JOB DISCRPTION**

**JOB APPLICANT'S RELEASE AND WAIVER
(Personal or Professional Reference)**

I, _____, having made application to Wright-Tallmadge Fire Department for consideration of employment with the Township, do hereby authorize through his/her employees, agents, representatives or assigns to release and convey to Wright-Tallmadge Fire Department, either verbally in person or by telephone, or in written form, any information derived from his or her personal or otherwise acquired knowledge of me that he or she desires to share or deems appropriate to impart to the Township that pertains to my health, character, personality traits, mental facilities, training, education, employment history, personal qualifications, skills, abilities, training and experience.

I agree to fully and completely release and forever discharge the foregoing named company, it's offices, directors, employees, agents, successors, representatives and assigns from any and all liability, claims, demands and causes of action whatsoever, including but not limited to, claims of personal injury, harm, defamation of character, claims of invasion of privacy, unauthorized release of personal records and/or information , or information which may lead to my wrongfully being denied employment, or if employed, my wrongful discharge, and employment discrimination including age discrimination, or employment discrimination based upon physical or mental handicap, arising directly or indirectly out of its decision to provide such above described information to the Township and his/her having provided such.

Signed: _____

Date: _____

Witnessed: _____

Date: _____

Three signed originals required. One forwarded to previous employer. One retained by applicant. One to be filed in employee's personal file.

**WRIGHT-TALLMADGE FIRE DEPARTMENT
JOB DISCRPTION**

JOB APPLICANT'S RELEASE AND WAIVER OF DRIVING RECORD

I, _____, having applied for a job with the Wright-Tallmadge Fire Department do authorize the Secretary of State, State of Michigan, to release and forward to the to the Wright-Tallmadge Fire Department any information pertaining to my driving record as in the possession of his/her offices.

I agree to fully and completely release and forever discharge the foregoing named company, it's offices, directors, employees, agents, successors, representatives and assigns from any and all liability, claims, demands and causes of action whatsoever, including but not limited to, claims of personal injury, harm, defamation of character, claims of invasion of privacy, unauthorized release of personal records and information , or information which may lead to my wrongfully being denied employment, or if employed, my wrongful discharge, and employment discrimination including age discrimination, arising directly or indirectly out of his/her/their decision to provide information to said entity, and of his/her/their having provided such to the entity.

Applicant's Drivers License Number

State Where Issued

Signature of Applicant

Date

Witnessed By:

Date

DO NOT WRITE BELOW LINE

Record Clear _____

Other _____

Verified By

Date

*Original- Personnel File
*Copy- Applicant