

# Application For Employment

Superior Township  
7049 S. M-221  
P.O. Box 366  
Brimley, MI 49715

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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How Did You Learn About Us?

- Advertisement       Friend       Walk-In  
 Employment Agency       Relative       Other \_\_\_\_\_

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s)				Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes     No

Have you ever filed an application with us before?

Yes     No

If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?

Yes     No

If Yes, give date \_\_\_\_\_

Are you currently employed?

Yes     No

May we contact your present employer?

Yes     No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes     No

*Proof of citizenship or immigration status will be required upon employment.*

On what date would you be available for work? \_\_\_\_\_

Are you available to work:     Full Time     Part Time     Shift Work     Temporary

Are you currently on "lay-off" status and subject to recall?

Yes     No

Can you travel if a job requires it?

Yes     No

Have you been convicted of a felony within the last 7 years?

Yes     No

*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain \_\_\_\_\_

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

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# Additional Information

## Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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## Specialized Skills

## Check Skills/Equipment Operated

CRT

Fax

Production/Mobile  
Machinery (list):

Other (list):

PC

Lotus 1-2-3

\_\_\_\_\_

\_\_\_\_\_

Calculator

PBX System

\_\_\_\_\_

\_\_\_\_\_

Typewriter

Wordperfect

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application.

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Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

YES  NO

## References

1. \_\_\_\_\_ ( ) \_\_\_\_\_  
(Name) Phone #  
\_\_\_\_\_  
(Address)
2. \_\_\_\_\_ ( ) \_\_\_\_\_  
(Name) Phone #  
\_\_\_\_\_  
(Address)
3. \_\_\_\_\_ ( ) \_\_\_\_\_  
(Name) Phone #  
\_\_\_\_\_  
(Address)

# Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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Describe any job-related training received in the United States military.

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# Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks \_\_\_\_\_

\_\_\_\_\_  
INTERVIEWER      DATE

Employed  Yes  No      Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/  
Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_  
NAME AND TITLE      DATE

## NOTES

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing and Litho assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

## **Superior Township Volunteer Fire Department Notification to Job Applicants**

You are hereby notified and advised that you have 182 calendar days from this date to notify this company in writing of any accommodation that you would need as the result of any physical handicap that you have in order to perform the job duties of the position for which you are applying.

A handicap includes:

- A physical or mental condition which is the result of disease, injury, congenital condition of birth, or functional disorder if it substantially limits one or more of your major life activities and which is unrelated to your ability to perform the duties of a particular job or is related to your qualifications for employment or promotion;
- A history of such a physical or mental condition; or
- The condition of being regarded as having such a physical or mental condition.

A handicap does not include:

- A physical or mental condition caused by your current illegal use of controlled substance; or
- A physical or mental condition caused by your use of liquor if that condition prevents you from performing the duties of your job.

A handicap is unrelated to an individual's ability if, with or without accommodation, the handicap does not prevent the individual from performing the duties of a particular job or position.

If you have a handicap, you are required to establish that you have made a written request for the accommodation within 182 days from this date, and that you could perform duties of the position being applied for with that accommodation.

This notice is given to you on \_\_\_\_\_, and a copy with your signature on it is filed along with your employment application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Witnessed \_\_\_\_\_ Date \_\_\_\_\_

**Superior Township Volunteer Fire Department  
Applicant Release Form**

I, \_\_\_\_\_, presently residing at \_\_\_\_\_

\_\_\_\_\_ hereby apply for membership/employment with the *Superior Township Volunteer Fire Department*. I have been advised and am fully aware that a representative of the department will be conducting a thorough investigation of my background to assist in determining my suitability for this employment. I realize that, in conducting this background investigation, representatives will be making inquiries of the following personal institutions: Officials and record's offices at schools which I have attended. Physicians and/or other persons who may have examined or treated me for any physical or other type illness or injury; Police and/or court records with whom I may have an arrest or conviction record; credit bureaus and/or firms who may have information regarding my credit history, employment history, and/or financial standing: present and previous employers; and any other persons who may be able to provide information about me which the department deems necessary.

I hereby authorize and instruct any person or institution in possession of information about me to release same to the *Superior Township Volunteer Fire Department*. I hereby waive any privileged or right which might otherwise forbid any physician, or other person who has attended me or any other school official, court, policy agency, credit bureau, employer, firm or person, from disclosing to the department any knowledge or information they have concerning me. I further consent that the Chief of the *Superior Township Volunteer Fire Department*, the Superior Township Board, or their representative be provided with a copy of any such records concerning me which they may desire.

I hereby give my consent to the department or it's designee to perform test of my blood and/or urine to determine my possible usage of prohibited substances.

I recognize the right of the department, in its sole discretion, to treat all sources as confidential, and withhold from me and/or my agent the names of such confidential sources and information obtained there from.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

# Superior Township Volunteer Fire Department

## Recruiting & Employment Policy

**Purpose** – The purpose of this policy is to outline the procedures to be followed in recruiting and employment.

### Procedure

1. This department is an equal opportunity employer. As such, all persons are eligible for employment without regard to race, color, creed, sex or national origin. Additionally, persons employed will not be subject to discrimination, harassment, or inappropriate treatment with respect to their race, color, creed, sex, national origin or disability as outlined in specific Federal and State, local laws and ordinances.
2. The following steps shall be taken in examining an applicant's qualifications for employment.
  - a. The applicant shall complete a written fire department application.
  - b. The applicant must provide proof of high school graduation or GED.
  - c. All applicants shall complete a pre-employment process established by department.
  - d. The applicants will be screened in the following areas:
    - i. Criminal background
    - ii. Drivers license (*See e and f below*)
    - iii. Drug Testing
  - e. Any applicant that has accumulated more than two Civil Infraction moving violations or has six points on their driving record at the time of application will not be considered for employment. Once the accumulative points have fallen below six the individual may reapply for employment.
  - f. Any applicant with one drug or alcohol related driving conviction within the last two years, or more than one drug or alcohol related driving convictions within the last five years, will not be considered for employment.
3. Applicants who successfully complete the initial pre-employment process will be offered a conditional offer of employment contingent upon the successful completion of the following:
  - a. Applicants will be referred for pre-employment physical examination and drug screen at a medical facility designated by the Fire Chief/Township Board.
  - b. Applicants who successfully pass the pre-employment physical examination and drug screen will be referred for a pre-employment physical agility test. The physical agility test will be of a type as approved by the NFPA 1582 guidelines or comparable.



## Superior Township Volunteer Fire Department

- c. Applicants will be subject to a background investigation, family interview (if applicable), and driving record review.
  - d. All persons employed as firefighters are required to successfully complete the State mandated training within mandated time period. Pursuant to (PA 291, of 1966) as amended to date. Pursuant to MCL 29.369, (5) and (6):
    - i. (5) Within 12 months after a person's hiring date as a full-time firefighter, the person must pass both part 1 and part 2 of the examination to be eligible for continued or permanent full-time employment as a firefighter.
    - ii. (6) Within 24 months after a person's appointment date as a volunteer or paid on-call service as a fire fighter, a person must pass part 1 of the examination to be eligible for continued volunteer or paid on-call service as a firefighter.
4. Applicants who successfully complete the pre-employment procedures as described above, will be recommended for employment with the department.

### Conditions of Employment

Failure to attend regularly scheduled training and/or respond to calls for service without an acceptable reason may result in termination of employment. Personnel are expected to keep the Fire Chief or Designee apprised of all the hours during which they can be expected to be available for service. Personnel must immediately notify the Fire Chief of times when they will be unavailable for service due to personal circumstances such as: vacation, business trips, unusual family circumstances, illness, injury, or for any other reason.

All persons employed as firefighters must maintain themselves in physical condition so as to be able to safely perform duties of their position. All fire personnel must participate in and successfully pass a periodic physical examination as determined by the fire department/township board.

All personnel must read, understand, and adhere to the *Superior Township Ordinance 2 – Ordinance for the Organization of the Superior Township Volunteer Fire Department. Effective date, May 13, 1975.* Each applicant will be provided with a copy of the aforementioned ordinance. Signature of receipt will be required.

# Superior Township Volunteer Fire Department

## Conditional Offer of Employment

### Purpose

The purpose of this agreement is to extend to you, the applicant, a conditional offer of employment. You must meet the below listed terms and conditions before being hired by the Superior Township Volunteer Fire Department. A final offer of employment will be extended to you only after you have satisfied all the requirements established by this department. All entering applicants for the listed position of Fire Chief or Firefighter are required to successfully comply with these same conditions.

### Parties

This is an agreement between Superior Township and

\_\_\_\_\_ (Full Name) \_\_\_\_\_ SS#

### Terms and Conditions

1. An applicant must meet the following terms and conditions:
  - a. Comply with the minimum employment standards for Firefighter as established by department policy, referred to as *Recruiting and Employment Policy*.
2. Successfully complete the minimum required training as mandated by the Michigan Firefighter's Training Council. Pursuant to (PA 291 of 1966) as amended to date. Pursuant to MCL 29.369 (5) and (6) below:
  - a. (5) Within 12 months after a person's hiring date as a full-time firefighter, the person must pass both part 1 and 2 of the examination to be eligible for continued or permanent full-time employment as a firefighter.
  - b. (6) Within 24 months after a person's appointment date as a volunteer or paid on-call service as a firefighter, a person must pass part 1 of the examination to be eligible for continued volunteer or paid on-call service as a firefighter.
3. Be of sufficient medical condition, as determined by a medical history and examination, necessary to perform the essential functions of the above position.
4. Any additional requirements specified by this department, which may include; but not limited to:
  - a. Recruit Firefighter Field Training

## Superior Township Volunteer Fire Department

- b. Psychological Test(s)
- c. Physical Agility Test(s)
- d. Physical Examination & Drug/Alcohol Screen
- e. Having a Valid Driver's License
- f. Passing a driving skills test
- g. Driving record review
- h. Other \_\_\_\_\_

5. All personnel must read, understand, and adhere to the *Superior Township Ordinance 2 – Ordinance for the Organization of the Superior Township Volunteer Fire Department. Effective date, May 13, 1975.* Each applicant will be provided with a copy of the aforementioned ordinance. Signature of receipt will be required.

### Length of Agreement

This conditional offer of employment shall remain valid and in effect for 365 days or as determined by the department/township board from the effective date of this agreement, provided however, this offer shall be immediately withdrawn upon the applicant's failure to meet any one of the above terms and conditions. The effective date of this agreement is \_\_\_\_\_.

### Acknowledgment

Successful completion of these job related and necessary conditions of employment is required to carry out the essential functions of the above position. I have read and agree to abide by the *Conditional Offer of Employment* and agree to abide by these terms.

Fire Chief \_\_\_\_\_ Date: \_\_\_\_\_

Superior Township Supervisor/Clerk \_\_\_\_\_ Date: \_\_\_\_\_

Applicant \_\_\_\_\_ Date: \_\_\_\_\_