

LAURIUM FIRE DEPARTMENT

APPLICATION PROCEDURES

IN ORDER TO BE CONSIDERED FOR EMPLOYMENT WITH THE LAURIUM FIRE DEPARTMENT, THE FOLLOWING PROCEDURES TAKE PLACE:

1. The applicant must obtain and completely fill out a Laurium Fire Department Application For Employment.
2. The application must be returned to the Laurium Village Clerk's Office.
3. The application will be forwarded to the Fire Chief and presented to the Fire Department membership at the next regularly scheduled Fire Department meeting.
4. At this meeting the application will be acted upon in one of the following ways:
 - a. If the Fire Department has a full roster, the application will be placed on file with the Fire Department Secretary for a period of six months. All applicants will be notified of this action by mail.
 - b. If the Fire Department is in need of members, the membership committee will review the applications and formulate a list of candidates who will be given interviews. All applicants will be notified of this action by mail.
5. If the Fire Department is in need of new members, the interview committee will make recommendations to the membership based on the application and interview processes. The membership will then act upon the recommendation of the interview committee and will make a recommendation to the Fire Chief who will in turn make a recommendation to the Laurium Village Council who will have the final authority in employment matters.
6. All applicants are encouraged to keep an updated application on file with the Laurium Fire Department.
7. The Laurium Fire Department is an equal opportunity employer.

LAURIUM FIRE DEPARTMENT

APPLICATION FOR EMPLOYMENT

GENERAL INFORMATION

NAME: _____

ADDRESS: _____

PHONE: HOME () _____ WORK () _____

DRIVER'S LICENSE # _____

DATE OF BIRTH (optional) _____ ARE YOU AT LEAST 21 YEARS OF AGE? _____

EMPLOYER INFORMATION

EMPLOYER: _____

EMPLOYER'S LOCATION: _____

HOW LONG WITH PRESENT EMPLOYER? _____

NORMAL WORKING HOURS: _____

ARE YOU ABLE TO LEAVE WORK TO RESPOND TO A FIRE CALL? _____

FIRE SERVICE INFORMATION

WHAT POSITION ARE YOU APPLYING FOR? _____

HAVE YOU EVER BEEN A FIREFIGHTER OR ACTIVE IN THE FIRE SERVICE? _____

DEPARTMENT NAME(S): _____ YEARS OF SERVICE: _____ DATES: _____

_____ YEARS OF SERVICE: _____ DATES: _____

LIST ANY TRAINING THAT YOU HAVE HAD THAT IS RELEVANT TO THIS POSITION.
(FFI, FFII, MEDICAL, HAZMAT, ETC...)

THE STATE OF MICHIGAN REQUIRES 132 HOURS OF SCHOOLING THAT RESULTS IN A FIREFIGHTER I DESIGNATION. THIS SCHOOLING IS MANDATORY UNLESS THE APPLICANT POSSESSES A FIREFIGHTER I CERTIFICATE. THE APPLICANT HAS TWO YEARS FROM HIS/HER DATE OF HIRE WITH THE LAURIUM FIRE DEPARTMENT TO BE ENROLLED IN THIS COURSE AND SHOW SUBSTANTIAL PROGRESS TOWARD COMPLETION. COMPLIANCE WITH THIS REQUIREMENT IS MANDATORY FOR CONTINUED EMPLOYMENT.

---TURN OVER AND COMPLETE OTHER SIDE---

PERSONAL REFERENCES

1. NAME: _____
ADDRESS: _____
PHONE: () _____
TITLE/POSITION: _____
RELATIONSHIP: _____

2. NAME: _____
ADDRESS: _____
PHONE: () _____
TITLE/POSITION: _____
RELATIONSHIP: _____

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

SIGNATURE

BY SIGNING THIS APPLICATION, I UNDERSTAND THE ABOVE TERMS AND CONDITIONS OF EMPLOYMENT, AND HEREBY CERTIFY THAT THE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE INFORMATION GIVEN IS GROUNDS FOR REMOVAL OF CONSIDERATION FOR EMPLOYMENT WITH THE LAURIUM FIRE DEPARTMENT. I UNDERSTAND THAT THIS APPLICATION IS NOT AND IS NOT INTENDED TO BE A CONTRACT OF EMPLOYMENT. MY SIGNATURE ALSO GIVES PERMISSION TO THE LAURIUM FIRE DEPARTMENT TO CONTACT THE REFERENCES I HAVE GIVEN ON THIS APPLICATION. THIS APPLICATION WILL BE KEPT ON FILE FOR A PERIOD OF SIX MONTHS. APPLICANTS WITH A CONTINUED INTEREST OF EMPLOYMENT SHOULD RESUBMIT AN APPLICATION EVERY SIX MONTHS. THE LAURIUM FIRE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER.

SIGNATURE: _____ DATE: _____

FIRE DEPARTMENT USE ONLY

DATE RECEIVED: _____ DATE REVIEWED BY MEMBERSHIP: _____

ACTION TAKEN: _____ REPLY SENT: _____

REFERENCES CONTACTED, DATES, NOTES, COMMENTS: