

LELAND TOWNSHIP FIRE & RESCUE EMPLOYMENT APPLICATION

When submitting your application include the following:

1. Application
2. Cover letter describing why this position interests you, what the Leland Township Fire Rescue department offers you and what you have to offer Leland Township .
3. Resume
4. Copies of your **relevant** certifications as it relates to your application. We would like to see copies of Firefighter I/II, Hazardous Materials Ops or Technician, Company Officer I/II series, Fire Inspector I, Fire Instructor, Paramedic, ACLS, and so forth. For example there is no reason to include a one-day four hour class certificate for the water hazard awareness class that you took in 1998.



LELAND TOWNSHIP FIRE & RESCUE EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Leland Township is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

Please print and fill out all sections

Applicant Information

Email _____

Applicant Name _____ Home Phone _____

Street Address _____ Cell Phone _____

City, State, Zip _____

How were you referred to the Township? _____

Employment Positions

Position(s) applying for: _____

- Temporary work – such as summer or holiday work? Yes No
- Regular part-time work? Yes No
- Regular full-time work? Yes No

What days and hours are you available to work? _____

If hired, on what date can you start working? ____/____/____

Personal Information

Have you ever applied to or worked for Leland Township before? Yes No

If yes, please explain (include date): _____

Do you have any friends, relatives, or acquaintances working for Leland Township Yes No

If yes, state name & relationship: _____

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age) Yes No

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? Yes No

Are you able to perform the essential functions of the job for which you are applying? Yes No

Have you ever been investigated for, charged with, or convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please describe the crime – state the nature of the crime(s), when and where convicted and disposition of the case: _____

Education, Training and Experience

EDUCATION

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

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EXPERIENCE

Please list beginning from most recent and include employment history for the past ten years

Employment History			Please provide the following information for your previous three employers, beginning with the most recent: (Please attach an additional page if necessary, do not use “see attached resume”.)		
Employer:		Dates Employed:		Job Title:	
		From _____ To _____			
Address:					
Telephone:			Job Duties:		
Weekly Pay Start:		Finish:			
Reason for Leaving:					

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Weekly Pay Start: Finish:		
Reason for Leaving:		

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Weekly Pay Start: Finish:		
Reason for Leaving:		

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Weekly Pay Start: Finish:		
Reason for Leaving:		

References Please list names of supervisors, managers, or others who can comment directly on your abilities:				
Name	Address	Phone #	Relationship/Occupation	Years Known

Additional Certification Information

Do you possess the following certificate, licensure or credential as recognized by the State of Michigan or other accrediting bodies? Include copies with your application packet.

- Firefighter I/II Yes No
- Haz-Mat Ops Yes No
- Haz-Mat Tech Yes No
- Fire Instructor I Yes No
- Fire Inspector Yes No
- Comp. Ofc I/ II Yes No
- Pump Operator Yes No
- EMT – Basic Yes No
- Paramedic Yes No
- EMS I/C Yes No

Leland Township is an Equal Opportunity Employer. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, national origin or disability, (As does the Americans with Disabilities Act). Federal Law also prohibits discrimination on the basis of age with respect to certain individuals. State law also prohibits some or all of the above-stated discrimination as well as some additional types, such as discrimination which may include ancestry, sexual orientation and marital status. It is the policy of Leland Township not to discriminate in employment matters on the basis of race, creed, color, age, marital status, national origin, or sex.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that false statements on this application shall be considered sufficient cause of dismissal both pre and post-employment. You are hereby authorized to make investigation of my personal references. I understand that I may be subject to physical, psychological, medical, background, driving and other assessments as part of the hiring process.

Signature: _____ Date: _____