

PURPOSE: To outline the procedures to be followed in recruiting and employment.

PROCEDURE:

- A. This department is an equal opportunity employer and all persons are eligible for employment without regard to race, color, creed, religion, sex or national origin. Additionally, persons employed will not be subject to discrimination, harassment, or inappropriate treatment with respect to their race, color, creed, religion, sex, national origin or disability as outlined in specific Federal and State, local laws and ordinances.
- B. The following steps shall be taken in examining an applicant's qualifications for employment.
  1. The applicant shall complete a written fire department application.
  2. All applicants shall complete a pre-employment process established by department.
  3. The applicants will be screened in the following areas:
    - a) criminal background
    - b) drivers license

Any applicant that has accumulated more than two (2) Civil infraction moving violations or has six (6) points on their Driving Record at the time of application will not be considered for employment. Once the accumulative points have fallen below six (6) the individual may reapply for employment.

Any applicant with one (1) drug or alcohol related driving conviction within the last two (2) years, or more than one (1) drug or alcohol related driving convictions within the last five (5) years, will not be considered for employment.

5. Minimum Qualifications

Paid-on-Call Positions

1. High School Graduate or GED
2. Michigan Firefighter's Training Council Firefighter I and II Certification
3. State of Michigan EMT-B License
4. Must reside within Bruce Township or the Village of Romeo upon the date of hire and maintain residence within the Township or Village during their employment.

Fulltime Positions

1. Must currently serve as Paid-on-Call Firefighter with the Bruce-Romeo Fire Department
2. High School Graduate or GED
3. Michigan Firefighter's Training Council Firefighter I and II Certification
4. State of Michigan Paramedic License

## 6. Selection Process

### Paid-on-Call Positions

1. Candidates for Paid-on-Call position shall be interviewed and selected for appointment by the Fire Chief

### Fulltime Positions

1. Candidates for Fulltime positions shall be interviewed by a panel of fire service personnel. The panel shall consist of one (1) active member of the Bruce- Romeo Fire Department and two (2) active members from fire departments which operate in a similar manner to the Bruce-Romeo Fire Department.
  2. The Panel shall rank the candidates based on background, experience, and performance during the interview
  3. An eligibility list showing the candidates rank shall be forwarded to the Fire Chief
  4. The Fire Chief shall recommend to the Township Board that candidates be hired in the order that they appear on the eligibility list
7. Applicants who successfully complete the initial pre-employment process may be offered a conditional offer of employment contingent upon the successful completion of the following.
    - a. A pre-employment physical examination and drug screen at a medical facility designated by the Fire Chief.
    - b. A background investigation

## CONDITIONS OF EMPLOYMENT

- A. All persons offered employment as paid-on-call firefighters by the Department are expected to attend 80% of all regularly scheduled training and respond regularly to calls for service. Failure to attend regularly scheduled training and 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.
- B. All persons employed as firefighters must maintain themselves in physical condition so as to be able to safely perform the duties of their position. All fire personnel participate in and successfully pass a periodic physical examination as determined by the fire department.

Dear Applicant:

Attached is your application for the position of Probationary Paid on Call Fire Fighter for the Bruce-Romeo Fire Department. Please check to assure that you have received the application form, and information authorization form.

### CANDIDATE'S CHECKLIST

The following five (5) items must be returned to the Bruce-Romeo Fire Department before your application will be put on file for review.

1. Application Form (Completed in Applicants Handwriting)
2. Signed Waiver/Release of Liability
3. Signed Release of Information Authorization
4. A copy of your High School diploma or GED and any secondary education degree and/or other certifications or licenses (EMT License, Paramedic License, etc) that apply
5. A photocopy of your Michigan Driver's License and Current Automobile Insurance Card

A certificate of physical fitness will be completed by a facility determined by the Fire Department, at no cost to the applicant, after the applicant is accepted to the department. Passing of physical is requirement of employment.

Any falsification of information on any portion of the application may automatically disqualify you from becoming a paid on call candidate. It is your responsibility to notify the Department of any change in address and/or phone number.

**Bruce-Romeo Fire Department**  
Application for Paid on Call Firefighter

Full Name \_\_\_\_\_

Address \_\_\_\_\_ apt # \_\_\_\_\_ How Long? \_\_\_\_\_

Phone # \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

# \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

DL # \_\_\_\_\_ Class \_\_\_\_\_ SS # \_\_\_\_\_

Auto Insurance Company / Phone # \_\_\_\_\_

Have you ever been a member of a Fire Department before? \_\_\_\_\_

Where? \_\_\_\_\_

List any fire related and/or medical training: \_\_\_\_\_

\_\_\_\_\_

Give three references, not related to you, which you have known for at least 3 years,  
and their telephone number.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Employers - current and past, for the past three years

Company \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Company \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Company \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Company \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

a misdemeanor? \_\_\_\_\_

received a moving traffic violation? \_\_\_\_\_

Firefighting is physically and mentally demanding work. A firefighter shall...

- After properly trained; perform tasks including, but not limited to,
  - lay, connect and advance hose
  - hold nozzles and direct hose streams
  - raise and climb ladders
  - use bars, hooks, lines, and other equipment weighing as much as, but not limited to 75 pounds
  - perform various rescue operations
  - perform salvage / overhaul operations, such as, placing salvage covers and removing water and debris
  - participate in a variety of public relations activities including: presentations at schools, participation in parades and demonstrations of equipment when required
  - drive and operate various fire apparatus
  
- Endure strenuous work for substantial periods of time in full turn out gear and self contained breathing apparatus (weighing approximately 75 pounds.)
  
- Be able work for extended periods of time exposed to the elements day or night throughout the year.

Do you know of any reason you could not perform the essential functions of a firefighter as described above, with or with out reasonable accommodation?

- Yes If yes please explain: \_\_\_\_\_
- No

I am aware that to be employed as a Paid-on-Call Fighter with the Bruce-Romeo Fire Department I must reside within Bruce Township or the Village of Romeo upon my date of hire and maintain residence within the Township or Village during my employment. Further, I am aware, that if accepted to the Bruce-Romeo Fire Department, I must abide by the rules and regulations set forth by the Department and that a violation of said rules and regulations will be grounds for my dismissal. I acknowledge that the information that I have provided is true and accurate and that any information found to be inaccurate shall be considered sufficient grounds for dismissal. It is my responsibility to notify the Department of any address or phone number change for notification purposes.

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Signature and Date

## Bruce-Romeo Fire Department Applicant Release Form

I, \_\_\_\_\_, presently residing at \_\_\_\_\_  
\_\_\_\_\_ hereby apply for membership/employment  
with the \_\_\_\_\_ 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 while conducting this background investigation, representatives will be making  
inquiries of the following personal institutions: Officials and Records 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 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 Department or his/her 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 a test of my  
blood and/or urine to determine my possible usage of illegal/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 therefrom.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Date application received \_\_\_\_\_

Date reviewed \_\_\_\_\_

Approved    YES (  )    NO (  )

Reasons \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Notes/Restrictions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Background check performed by: \_\_\_\_\_    Date \_\_\_\_\_

Approved by: \_\_\_\_\_    Date \_\_\_\_\_



## CONDITIONAL OFFER OF EMPLOYMENT

### I. 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 this 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 Paid-on-Call Firefighter are required to successfully comply with these same conditions.

### II. PARTIES

This is an agreement between the Bruce-Romeo Fire Department and  
\_\_\_\_\_ (Name)

### III. TERMS AND CONDITIONS

A. An applicant must meet the following terms and conditions:

1. Comply with the minimum employment standards for Paid-on-Call Firefighter as established by Department Policy, referred to as, Recruiting and Employment.
2. Pass a physical examination necessary to perform the essential functions of the above position pursuant to NFPA 1582 guidelines.
3. Any additional requirements specified by this Department.

### IV. LENGTH OF AGREEMENT

This conditional offer of employment shall remain valid and in effect for \_\_\_\_ days or as determined by department 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 \_\_\_\_\_.  
(Date)

### 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.

\_\_\_\_\_  
(Agency Representative) (Date)

\_\_\_\_\_  
(Applicant) (Date)