FRENCHTOWN CHARTER TOWNSHIP

FIRE - RESCUE DEPARTMENT

FIREFIGHTER

APPLICATION PACKET

"Committed to Community"

ALAN (AL) VANWASHENOVA
Supervisor - (734) 242-5904
Fax - (734) 242-8589

KYLE T. BRYANT
Clerk - (734) 242-5800
Fax: (734) 242-1508

JULIE A. ELLISON
Treasurer - (734) 242-5902
Fax: (734) 242-1508

BUILDING DEPARTMENT
(734) 242-5900
Fax: (734) 242-1634

FRENCHTOWN CHARTER TOWNSHIP
2744 Vivian Road - Monroe, Michigan 48162-9212 - (734) 242-3282

CHRISTIAAN CARLTON
CHRIS COLLINS
GARY KLEMZ
MATT RIMEL
TRUSTEES

ASSESSING DEPARTMENT
(734) 242-8588

Paid on Call Firefighter Positions

Frenchtown Charter Township, Monroe, Michigan is seeking to employ Paid-On-Call Firefighters no experience is necessary. The Frenchtown Fire Department was formed as an all-volunteer fire department in 1949, and has evolved into a combination fire department that provides fire suppression, Advanced Life Support (ALS) Emergency Medical Services, rescue services, and hazardous materials response to the community of 20,039 residents. The community encompasses 43.3 square miles of industrial, suburban, rural, waterfront and recreational areas. The Department is also very involved in many community activities to educate the public in fire and accident prevention.

The successful candidates must be seeking a fast paced, growing department, and have the desire to deliver state of the art fire-rescue services to the community. Additionally, successful candidates must possess characteristics of an outstanding fire service professional including: honesty, integrity, dedication, caring, leadership skills and must believe in teamwork.

Candidates should review the job description for additional requirements and information. Application packets are available online at www.frenchtowntownship.org or at the Frenchtown Charter Township Hall located at 2744 Vivian Road, Monroe, MI 48162.

Qualified and interested candidates are to submit a completed notarized Township application packet, three personal references, and copies of any related certifications and licenses. Requirement of Residency within one mile of any Frenchtown Township boarder apply.

Application packet and related documentation are to be mailed or delivered to:

Frenchtown Charter Township
Attention: Chief Wendy Stevens
2744 Vivian Road
Monroe, MI 48162

Charter Township of Frenchtown

Fire Department Overview

Frenchtown Fire Department

The Frenchtown Fire Department is a combination department made up of full-time and paid-on-call firefighters. The Department Chief, Wendy Stevens; Captains, Dave McFadden, Joe Smigielski, John DeBarr and Mike Keith, staff the headquarters located at Station 1 with supporting Administrative Assistant Angie Ashcraft. Fire Inspector Joshua Maddox, Lieutenants Brent Armstrong, Ron Hoskins, and Josh Volker, staff Station 2. Both Stations 1 and 2 have full-time staff on duty 24 hours per day, 7 days a week. Stations 3 and 4 are operated by off duty full-time staff and paid-on-call staff residing in the area surrounding around the stations.

The Frenchtown Fire Department has 19 full-time firefighters all state licensed Paramedics or Emergency Medical Technician-Basics and 4 paid-on-call firefighters most with Paramedic or EMT licenses as well. Our paid-on-call firefighters must live in Frenchtown Township or within one mile of the township boundary and respond from their homes.

The Fire Department serves the Frenchtown Township community by responding to emergency situations, providing all hazard response preparedness. Regularly visiting our local schools to educate our young people in fire safety techniques. Assisting senior citizens and people with disabilities with the installation of smoke detectors and CO detectors, in addition to visiting senior centers to monitor blood pressures and speak with our elderly residents. The Frenchtown Fire Department sponsors a Community Emergency Response Team giving members of the community, not wishing to be firefighters, an opportunity to serve fellow citizens in a support role.

The Fire Department answers approximately 3200 calls for service a year, responding from four fire stations. Meeting the emergency needs of the community as an all-hazards response force, utilizing fire engines and a ladder truck, brush trucks and a gator, all equipped with fire pumps and hose lines. Additionally, a rescue boat, and ambulances to assist in all emergency requests for service. Frenchtown Fire Department is Committed to our Community.

Charter Township of Frenchtown

Firefighter Job Description & Applicant Requirements

Frenchtown Fire Department

General purpose of the Firefighter:

To protect life, limb, and property by performing the firefighting, emergency medical services, hazardous materials, fire prevention duties, maintain fire equipment, apparatus and department facilities. Under the direct supervision of the Firefighters, Lieutenants, Fire Captains and the Fire Chief.

Qualifications for Employment include the following:

- Citizen of the United States
- High School diploma or equivalent, minimum of 18 years old.
- A valid Michigan driver's license and an insurable driving record are required, along with the ability to complete specialized driver's training courses related to emergency vehicles.
- Certificate of passing the Conference of Western Wayne Firefighter Testing Program or proof of scheduled test date for completion. www.schoolcraft.edu/testing for more information or available test dates.
- No Criminal record.
- Good Physical Condition.
- Must pass a complete written aptitude test,
- Must pass a physical exam with drug screen, including vision/hearing tests.
- Must pass a psychological evaluation prior to hire.
- Must pass a comprehensive background check.
- Having a working knowledge of computers and the ability to enter data. Versed in modern software programs.
- Ability to work effectively under stress in emergency conditions.
- Ability to exercise a high degree of diplomacy in contentions or confrontational situations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other firefighters and rescue personnel and with the public.

Benefits Package:

- Present Wages:
  - Probationary Fire Fighter with no Training
    - Wage $12.65
  - Probationary Fire Fighter with Training
    - Wage Range dependent on training and licensing $14.65-$20.65
  - Qualified Fire Fighter with Training
    - Wage Range dependent on training and licensing $20.65-$23.26
- Retiree Severance Pay
- Workers Compensation
- Training and Equipment Provided
- Fire-Rescue Work Experience
- Potential for Future Full-Time Employment

Physical Demands and Work Environment:

While performing the duties of this job, the employee's environment can range from the fire station setting to highly dangerous fire suppression or other rescue situations. Physical demands, therefore, range from sitting to the enormous physical exertion associated with firefighting. The following physical demands and environmental characteristics will be encountered by employees at varying frequencies while performing the duties of this job; standing, walking, running, using hands and fingers, handle, or feel; reaching with hands and arms, climbing or balancing, stooping, kneeling, crouching, or crawling; swimming, talking, hearing and smelling.

The employee is also required to lift and/or move objects of very heavy weight. Vision is required in the position. The employee must maintain the physical ability to perform the duties of the job. While firefighting, the employee is exposed to fire, wet and/or humid conditions, high precarious places, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme heat and cold, moving mechanical parts, vibration and risk of electrical shock. The noise level in the work environment can vary from quiet while in the station house to very loud at fire scenes.

Application for Employment

Frenchtown Charter Township
2744 Vivian Road
Monroe, MI 48162

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

(Please print)

Position(s) Applied For	Date of Application
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 current employer? ☐ Yes ☐ No
- Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? (Proof of citizenship or immigration status will be required upon employment) ☐ Yes ☐ No
- On what date would you be available for work?_____
- Are you available for 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 misdemeanor or felony? ☐ Yes ☐ No
  (Conviction will not necessarily disqualify an applicant from employment)

  If YES, please explain:_____
  _____

Education

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

Describe any Specialized Training, Apprenticeship Skills and Extra-Curricular Activities
_____
_____
_____

Specialized Skills (Check Skills/Equipment Operated)

		Production/Mobile Machinery (list):	Other (list):
☐ PC	☐ Fax		
☐ Microsoft Word	☐ Equalizer	_____	_____
☐ Microsoft Excel	☐GIS	_____	_____
☐ Power Point	☐ Calculator	_____	_____

References

1. _____ (Name/Title) ( ) _____ (Telephone Number)

2. _____ (Name/Title) ( ) _____ (Telephone Number)

3. _____ (Name/Title) ( ) _____ (Telephone Number)

4. _____ (Name/Title) ( ) _____ (Telephone Number)

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		Date Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

2.

Employer		Date Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

3.

Employer		Date 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 memberships which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status:

_____

_____

_____

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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 one (1) year. 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.
- 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:_____
Employed: ☐ Yes ☐ No Date of Employment:_____
Job Title:_____ Hourly Rate/Salary:_____ Department:_____
By:_____ Name and Title Date

Notes_____

_____

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_____

FRENCHTOWN FIRE DEPARTMENT

FRENCHTOWN CHARTER TOWNSHIP

6940 NORTH MONROE STREET ~ MONROE, MICHIGAN 48162
TELEPHONE: (734) 241- 8853 FAX: (734) 241-7337
WENDY STEVENS - FIRE CHIEF

CRIMINAL & DRIVING HISTORY CONSENT FORM

****This Form MUST Be Notarized****

As a prospective employee of Frenchtown Charter Township Fire Department I understand that it is the Township's policy to secure criminal history and driving record information as part of their pre-employment screening process using the information provided below.

Name: _____
First Middle Last

Maiden name or names previously used: _____

Address: _____ City/State: _____

Birthdate: _____ Driver's License #:_____

Social Security: _____ Race: _____ Sex: _____

_____ 1. I HAVE NOT been convicted of, or pled guilty or no contest or the subject of a finding of guilt by a judge or jury of any crime.

_____ 2. I HAVE been convicted of, or pled guilty or no contest or am the subject of a finding of guilt by a judge or jury for the following crimes *(attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction):*

Felony _____ Misdemeanor _____

Felony _____ Misdemeanor _____

In signing this form, you are authorizing Frenchtown Charter Township to obtain criminal history and driving record information as part of their pre-employment screening process.

_____ _____
Notarized Signature of Prospective Employee Date

Subscribed and sworn to before me on _____ Monroe County, Michigan

My Commission expires: _____, _____
Notary Public