



APPLICATION FOR EMPLOYMENT CITY OF ALLEN PARK FIRE DEPARTMENT

OFFICE USE ONLY
APPLICATION RECEIPT
DETAILS

NAME: _____

DATE: _____

TIME: : AM / PM

Legal Name: _____ Date: _____

IMPORTANT

This application must be filled out completely and submitted to:

- the City of Allen Park Human Resources Department by email at hrsearch@cityofallenpark.org or
- by mail or in person to City Clerk's Office 15915 Southfield Road, Allen Park, MI 48101

The following is a summary of the application process expectations:

1. Print legibly or type.
2. This Application constitutes a part of the application process. Any falsification or fraudulent omission of any information or incomplete information in this Application may be grounds for disqualification.
3. The City of Allen Park conducts background checks. Failure to disclose felony or misdemeanor convictions will result in disqualification from further employment consideration.
4. Current EMPCO or Conference of Western Wayne written examination certification is required, with a score of 75% or better, as well as a current CPAT (other physical tests accepted on approval from Chief). In addition to a written examination you will be required to take and pass an oral interview with a score of 75% or better.
5. Employment is contingent upon passing a background and driving history examination, a post-offer physical and drug screen, as well as a psychological examination.
6. Copies of the following must be included with your application as indicated:
 - a. Firefighter I and II certificates from the Michigan Firefighters Training Council
 - a) Effective September 6, 2022 – may obtain after hire, with specified constraints
 - b. Current State of Michigan Paramedic license and BLS, ACLS cards
 - c. Hazardous Materials Operations Level certificate from the MFFTC
 - d. Certification of written exam results from Current Conference of Western Wayne, EMPCO or other industry recognized comparable testing entity. Certification of physical agility test from CPAT or other industry recognized testing entity.
 - e. High school diploma or GED
 - f. Birth Certificate and Michigan driver's license
 - g. Resume

The City of Allen Park considers all applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, the City complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. The City also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws.

GENERAL INFORMATION:

(Please type or print legibly)

For Position(s): _____ **Date:** _____

Legal Name: _____
First Middle Last Suffix

Address: _____
Street City State Zip

Email: _____ **Phone:** _____

Social Security # _____ **Driver's License #** _____
State: _____ **Expires:** _____

Are you a citizen of the United States? - - - - - **Yes** **No**

Are you over 18 years or older? - - - - - **Yes** **No**

Have you ever worked under a different name? - - - - - **Yes** **No**

If the answer is yes, please provide name(s) used so employment can be verified:

Can you perform the duties of the position, with or without accommodation? - - - **Yes** **No**

How did you hear about the position? _____

List the names and relationships of relatives that work for the City of Allen Park: _____

Have you ever been convicted of a felony or misdemeanor? - - - - - **Yes** **No**

(A conviction will not necessarily be a bar to employment. The nature and circumstance of a conviction will be considered in any employment related decision.)

Are there any felony charges currently pending against you? - - - - - **Yes** **No**

If yes, please explain: _____

Military Service Record: Have you ever served in the U.S. Armed Forces? - - - - - **Yes** **No**

EDUCATION:

	Name & Address	Course of Study	# of Years Completed	Did you graduate?
High School				
College				
Post Graduate				
Business/Trade				
Other				
Extracurricular Activities				

EMPLOYMENT HISTORY:

Have you ever been employed by the City of Allen Park? ----- Yes No

Dates of Employment		Department	Position	Nature of Duties
From	To			

List Below, all previous employers – start with your present or last job. Add additional pages of this form if necessary.

May we contact the employers listed below: ----- Yes No

Employer Name	Address	Phone	Dates Employed	
			From	To
Supervisor (Name and Title)				
Job Title and Duties			Hourly Rate/Salary	
			Starting	Final
Reason for Leaving				

Employer Name	Address	Phone	Dates Employed	
			From	To
Supervisor (Name and Title)				
Job Title and Duties			Hourly Rate/Salary	
			Starting	Final
Reason for Leaving				

Employer Name	Address	Phone	Dates Employed	
			From	To
Supervisor (Name and Title)				
Job Title and Duties			Hourly Rate/Salary	
			Starting	Final
Reason for Leaving				

Employer Name	Address	Phone	Dates Employed	
			From	To
Supervisor (Name and Title)				
Job Title and Duties			Hourly Rate/Salary	
			Starting	Final
Reason for Leaving				

ACKNOWLEDGEMENT

I understand that answers given herein are true, complete and correct 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. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Date: _____

CHECKLIST:

Please check off all of the following required documents included with your application at time of submission:

- State of Michigan Paramedic License
- Hazardous Materials Operations Level certificate
- High School Diploma or GED
- Birth Certificate
- State of Michigan Driver's License BLS Card
- ACLS Card
- Current CWW or EMPCO written and physical agility certificates
- Resume
- Michigan Firefighter I & II certificates (may obtain after hire, with specified constraints)