

# RECRUITING & EMPLOYMENT

Fire/EMS Committee  
Guideline #001

## I. PURPOSE

To outline the procedures to be followed in recruiting and employment. This guideline, although it is more restrictive, should be coordinated with the employment policies of the governing body.

## II. PROCEDURE

- A. This department is an equal opportunity employer all persons are eligible for employment without regard to race, color, creed, sex or national origin. Additionally, persons employed will not be subject to discrimination, harassment, or inappropriate treatment with respect to their race, color, creed, 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. The applicant must provide proof of high school graduation or GED.
  3. All applicants shall complete a pre-employment process established by department.
  4. The applicants will be screened in the following areas:
    - a) driver's license - \* **See Below**

\* 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. Applicants will be offered employment contingent upon the successful completion of the following.
  - a. Applicants will be subject to a driving record review.
  - b. All persons employed as firefighters are required to successfully complete the State mandated training within mandated time period. Pursuant to (PA 291, of 1966) as amended to date.

## III. CONDITIONS OF EMPLOYMENT

- A. All persons offered employment as firefighters by the Department are expected to attend 80% of all regularly scheduled training and respond to 50% of all 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 such as vacation, business trips, unusual family circumstances, illness, injury, or for any other reason.

- 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.

I have read and understand the content of this policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

AUTHORIZED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

This policy presented by the Michigan Township Participating Plan, is intended as general guidelines for members of the Michigan Township Participating Plan Program. This policy should not be construed as legal advice. The viewer or reader of the material should consult legal counsel to review the information presented before implementation of any policy or procedures.

## 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 \_\_\_\_\_ are required to successfully comply with these same conditions.

### II. PARTIES

This is an agreement between Onota Township Volunteer 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 Firefighter as established by Department Policy, referred to as, Recruiting and Employment.
2. Successfully complete the minimum required training as mandated by the Michigan Firefighter's Training Council. Pursuant to (PA 291, of 1966) as amended to date.
3. Pass a physical examination necessary to perform the essential functions of the above position pursuant to NFPA 1582 guidelines.
4. Any additional requirements specified by this Department.

### IV. LENGTH OF AGREEMENT

This conditional offer of employment shall remain valid and in effect 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)

**FIREFIGHTER AND FIRST RESPONDER  
EMPLOYMENT APPLICATION**

DATE: \_\_\_\_\_

PLEASE PRINT

Name: \_\_\_\_\_

Driver's License No. \_\_\_\_\_

Address: \_\_\_\_\_

Social Security No. \_\_\_\_\_

City or Township \_\_\_\_\_

Date of birth (if under 18) \_\_\_\_\_

Phone No. (Home) \_\_\_\_\_

Phone No. (Work) \_\_\_\_\_

Position applying for:

Firefighter \_\_\_\_ First Reponder/EMT \_\_\_\_ Both Positions \_\_\_\_

Employer \_\_\_\_\_

Agree to a physical exam? (Yes) (No)

Can you leave work? (Yes) (No)

Agree to driving record check? (Yes) (No)

Work weekends? (Yes) (No)

Agree to criminal history check? (Yes) (No)

Emergency contact \_\_\_\_\_

Phone No. \_\_\_\_\_