

LEELANAU COUNTY, MICHIGAN
CHARTER TOWNSHIP OF ELMWOOD
ELMWOOD TOWNSHIP FIRE AND RESCUE DEPARTMENT
EMPLOYMENT OPPORTUNITY PUBLIC NOTICE

Posting date: June 12, 2023

Applications are currently being accepted for:

- **(1) Full-Time** - Firefighter/Emergency Medical Technician*
 - Applicants may also be considered for **Part-time/Paid on call** - Firefighter/Emergency Medical Technician positions as well.

All applicants are expected to:

- Complete and submit the Application Packet.
- Provide proof of qualifications at time of application.
 - MFFTC Firefighter Certificate, FF1 & FF2
 - MI-DHHS Medical License (EMT-B Limit)
 - Current CPR/BLS Card
- Complete a written test and physical ability test.

Selected candidates must also be able to provide and complete:

- Proof of eligibility to work in the United States (Expired Passports will not be accepted)
- Current, unrestricted State of Michigan Driver License.
- Pre-employment physical and drug screening

Please submit a completed application packet no later than Friday, June 23, 2023.

Applications are available at the Elmwood Township Fire Department and on Elmwood Township's website: <https://www.leelanau.gov/elmwoodtwp.asp>.

Open recruiting events will be held on:

Wednesday, June 14 – 3:00 p.m. to 6:00 p.m (1500-1800)

Friday, June 16 - 9:00 a.m to 12:00 p.m. (0900-1200)

Monday, June 19 – 1:00 p.m. to 4:00 p.m (1300-1600)

Wednesday, June 21 – 11:00 a.m.-4:00 p.m (1100-1600)

Location: 10086 E. Lincoln Road, Traverse City, MI 49684

**Full-time crew members are represented by Elmwood Township Professional Fire Fighters, IAFF, Local 5387.*

The Charter Township of Elmwood is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other characteristics protected by law.

**ELMWOOD TOWNSHIP
FIRE AND RESCUE DEPARTMENT
EMPLOYMENT APPLICATION PACKET**

Equal Opportunity Employer

Applicant's Name: _____

Current Street Address: _____

City: _____ State: _____ Zip code: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip code: _____

Email: _____ Phone #: _____

This form must be returned with the application packet in person or by mail to:

**Elmwood Township Fire and Rescue Department
Attn: Administration/Human Resources
10090 E. Lincoln Road
Traverse City, MI 49684**

- Packets must include **ALL** materials listed below to be considered for employment.
- Completed Elmwood Township Fire and Rescue Department Employment Application.
- Current Resume and Cover Letter.
- Copies of your current and relevant certifications as it relates to the position. (i.e., EMT/EMS Certificate, BLS/CPR Certificates, Firefighter 1 and 2 Certificates, Drivers Training, Hazardous Materials Ops or Technician, etc.)
- Out of State certificates must have Pro-Board or IFSAC Seal.
- A copy of the National Registry Certificate must accompany Out-of-State licenses.
- Provide, upon request, a current valid Driver's License.
- Provide, upon request, proof of U.S. Citizenship.

Equal Opportunity Employer

Elmwood Township Fire and Rescue Department provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

FOR OFFICE USE ONLY	
Date Hired:	_____
Starting Date:	_____
Fire Chief Initials:	_____

**ELMWOOD TWP. FIRE-
RESCUE DEPT.
APPLICATION
FOR EMPLOYMENT**

FOR OFFICE USE ONLY	
Department:	_____
Position:	_____
Base Rate:	_____

(PLEASE PRINT PLAINLY)

Note: If you feel that your civil rights would be violated by answering a question on this form, please omit the answer to that question.
"We are an equal opportunity employer"

This application will be kept current for six months. You need to complete another to be reconsidered after this date.

PERSONAL

Name _____ Date _____
Last First Middle

Present Address _____ Telephone No. _____
No. Street City State Zip

Are you legally eligible for employment in the U.S.A.? Yes No

Are you 18 or older? Yes No

Type of Position Desired _____

Were you previously employed by us? Yes No If yes, when? _____

If your application is considered favorably, on what date will you be available for work? _____

U.S. ARMED FORCES HISTORY

U.S. Armed Forces Service Yes No

Branch of Service _____ From _____ To _____

GENERAL INFORMATION

List outside Interests _____
(Clubs, Organizations including Professional Organizations, Sports, Hobbies) Need not list any interests which would indicate your religious or ethnic background.

Have you ever been convicted of a crime? Yes No If so, give full particulars _____

Have you ever been refused a fidelity bond? _____

How much time have you missed from work during the last two years? _____

Name of relatives in our employ _____

Do you have a valid driver's license? Yes No

State _____ License Number _____

Conviction of a crime is not an automatic disqualification from employment

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed				Did you Graduate?	List Diploma or Degree
			5	6	7	8	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Elementary	_____							
High	_____		1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College	_____		1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Specify	_____		1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Are there any other experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? (Applicant should not list any information that Federal and State law precludes obtaining in the pre-employment state:)

List below present and past employment, beginning with your most recent

Omit Military Service History - GIVE PRESENT OR MOST RECENT POSITION FIRST.
Information must be complete - Be accurate

EMPLOYMENT EXPERIENCE/WORK HISTORY

Start with your present or your last employer. If you need more space, use an extra sheet of paper. If summer or part-time work, please indicate. If you were employed under a maiden or other name, please indicate that name by the employer.

May we request a reference from your present employer? Yes No

I	Name and Address of Company and Type of Business	From Mo. Yr.	To Mo. Yr.	Reason for Leaving	Name of Supervisor
		Describe the work you did:			
	Telephone:				

II	Name and Address of Company and Type of Business	From Mo. Yr.	To Mo. Yr.	Reason for Leaving	Name of Supervisor
		Describe the work you did:			
	Telephone:				

III	Name and Address of Company and Type of Business	From		To		Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.		
		Describe the work you did:					
	Telephone:						

IV	Name and Address of Company and Type of Business	From		To		Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.		
		Describe the work you did:					
	Telephone:						

Have you ever been discharged from any position? Yes No If yes, explain _____

Is this a complete list of your employment? Yes No

Are we granted permission to check all information, including permission to obtain a criminal history and driving record?
 Yes No

Indicate by number any of the above employers whom you **do not** wish us to contact? _____

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

We are an equal employment opportunity company. We are dedicated to a policy of non-discrimination in employment on any basis including race, creed, age, sex, religion, national origin, height, weight, marital status, or handicap.

Briefly set forth why you desire employment with the Elmwood Twp. Fire-Rescue Dept.

AUTHORIZATION AND UNDERSTANDING:

Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application for employment is true and complete. I authorize you to verify any of the information concerning my employment, education, credit, or criminal with the appropriate individuals, companies, institutions or agencies and I authorize them to release such information as you require, including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I understand and agree that I will undergo drug screening as part of my pre-employment physical. I also authorize you to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure. I hereby release you and them from any liability whatsoever as a result of any such inquiries and disclosures. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment. If hired, I agree I will serve at the will of the township and I agree that I shall be bound by the rules, policies, regulations and terms and conditions of employment of the township as they are from time-to-time changed with or without notice to me. I agree that either party may terminate the employment relationship, with or without cause, at any time for any reason. I agree that these arrangements may only be altered in writing directed to me personally by the Supervisor or Fire Chief of the township. I further agree that if I should bring any action or claim arising out of my employment against the township which the township prevails, I will pay to the township any and all costs incurred by the township in defense of said claims or actions, including attorneys fees.

_____ Applicant's Signature _____ Date

Witnessed by: _____

Date: _____

Note: This application will be kept current for six (6) months. You need to complete another to be reconsidered after this date.

CHARTER TOWNSHIP OF ELMWOOD

ELMWOOD TOWNSHIP FIRE and RESCUE DEPARTMENT

WAGE AND BENEFITS SUMMARY

EMPLOYEE STATUS:	FULL-TIME - FIREFIGHTER/EMT
EMPLOYEE CLASIFICATION:	NON-EXEMPT, FULL-TIME EMPLOYEE
PROBATIONARY BASE WAGE:	\$17.80/HOUR; WAGE STEPPED AT 12, 36, AND 48 MONTHS OF EMPLOYMENT
HOURS/SHIFT ROTATION:	48 HRS ON / 96 HRS OFF
OVERTIME:	MAY BE AVAILABLE. THE 7(k) EXEMPTION SHALL APPLY TO QUALIFIED EMPLOYEES. UNDER THE FAIR LABOR STANDARDS ACT (FLSA), THE 7(k) EXEMPTION PROVIDES THAT NO OVERTIME IS PAID TO AN EMPLOYEE UNTIL THE EMPLOYEE EXCEEDS 212 HOURS OF EMPLOYMENT IN A 28 DAY PAY PERIOD
MEDICAL/DENTAL/VISION:	SINGLE INSURANCE COVERAGE PAYABLE BY TOWNSHIP, FAMILY COVERAGE AVAILABLE AT ADDITIONAL EMPLOYEE COST; HEALTH SAVINGS ACCOUNT (HSA) CONTRIBUTION
LIFE INSURANCE:	\$50,000 TERM LIFE COVERAGE PAID BY TOWNSHIP
RETIREMENT CONTRIBUTION:	10% OF ANNUAL BASE SALARY (JOHN HANCOCK IRS SECTION 401A DEFINED CONTRIBUTION PLAN) WITH CONTRIBUTIONS PAID BY TOWNSHIP ONLY
AFLAC INSURANCE:	PRE-TAX OPTIONAL COVERAGE (SINGLE AND FAMILY) AVAILABLE WITH PREMIUMS PAID BY EMPLOYEE ONLY
HOLIDAYS:	NEW YEAR'S DAY, PRESIDENT'S DAY, MARTIN LUTHER KING, JR., GOOD FRIDAY (1/2 DAY), MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, VETERANS DAY, THANKSGIVING, DAY AFTER THANKSGIVING, CHRISTMAS EVE DAY, AND CHRISTMAS DAY (UP TO AN ADDITIONAL MAXIMUM OF 10 HOURS REGULAR TIME IF SCHEDULED TO WORK ON THE HOLIDAY)
VACATION:	1 ST YEAR = 72 HOURS, 2-5 YEARS = 132 HOURS, 6+ YEARS = 192 HOURS
PERSONAL/SICK DAYS:	NONE FIRST 6 MONTHS; AFTER 6 MONTHS, 7 HOURS/MONTH ACCRUABLE FROM DATE OF EMPLOYMENT
BEREAVEMENT LEAVE:	PER CHARTER TOWNSHIP OF ELMWOOD PERSONNEL POLICY MANUAL
MATERNITY/PATERNITY LEAVE:	96 HOURS
IAFF, LOCAL 5387	ALL FULL-TIME CREW MEMBERS ARE REPRESENTED BY ELMWOOD TOWNSHIP PROFESSIONAL FIRE FIGHTERS, IAFF, LOCAL 5387.