



CHARTER TOWNSHIP OF EMMETT DEPARTMENT OF PUBLIC SAFETY

Application for Employment

The Charter Township of Emmett is an equal opportunity employer and shall consider all qualified candidates for all positions without regard to race, color, sex, religion, national origin, age, height, weight, marital status, disability which is unrelated to an individual's ability to perform the duties of a particular job, or any other protected category.

IMPORTANT NOTICE TO A PUBLIC SAFETY APPLICANTS: If you are interested in employment as a Full-Time Public Safety Officer for Emmett Charter Township, you must be qualified per the Michigan Commission on Law Enforcement Standards (MCOLES) BEFORE employment. Your application must be accompanied by:

1. MCOLES certificate if you are already a certified police Officer
2. Fire fighter I and II certificates from the Michigan Fire Fighters Training Council (MFFTC) (required within one year)
3. A valid Michigan Emergency Medical Responder License or higher (required, but may be obtained within one year).
4. A completed Supplemental questionnaire for Sworn Officers.

For part-time Public Safety Officers, Emmett Charter Township will consider applicants without some or all of the aforementioned certifications.

ALL APPLICANTS: Careful and thoughtful completion of this application is an important step in your consideration of individuals for employment. Please complete the entire application. Print in ink or type. Ask for an extra piece of paper if you need to clarify any responses. Your application must also specify the position for which you are applying. Stating that you will do "ANYTHING" is indefinite and may result in your application not being accepted by the employer. Your application will be considered for sixty (60) days.

YOU MUST ANSWER ALL QUESTIONS COMPLETELY. FAILURE TO DO SO WILL RESULT IN REJECTION OF YOUR APPLICATION AND YOU WILL NOT BE CONSIDERED FOR EMPLOYMENT.

Position Applying For:

Full - Time Certified Public Safety Officer
 Part - Time Certified Public Safety Officer
 Fire Fighter Public Safety Position
 Non-Certified (Reserve) Public Safety Officer Position

Today's Date: _____ Time: _____ AM PM

Full Name: _____
Last First Middle Suffix

Address: _____
Street City State Zip Length/Time Living There

Previous Address
if less than 2 years: _____
Street City State Zip Length/Time Living There

Telephone Number: _____ Social Security Number: _____

Driver's License Number: _____ State: _____

If applying for the part-time or reserve officer position, what days and hours are you available?

Mon Tue Wed Thu Fri Sat Sun

Hours: _____

Are you a relative to any Charter Township of Emmett elected official or employee? Yes No

If Yes: Name _____ Relationship _____

Are you under 18 years of age? (If yes, please attach work permit) Yes No

Are you currently working? Yes No

Are you on lay-off? Yes No

If yes, are you subject to recall? Yes No

Have you ever applied for work with the Charter Township of Emmett before? Yes No

If yes, when? _____

Have you ever been employed by the Charter Township of Emmett? Yes No

If yes, _____ From: _____ To: _____
Position Department Date Date

Are you prevented from lawfully becoming employed in this country because of Visa of Immigration status? (Proof of citizenship or immigration status may be requested upon employment) Yes No

Have you even been arrested for any crime? Yes No

Are there any pending criminal charges against you? Yes No

If yes to either, give date location, charge and explanation: _____

NOTE: An arrest record will not necessarily bar employment; factors such as age, time of offense, seriousness and nature of the offense and rehabilitation will be considered.

REFERENCES

(Do NOT include relatives or former employers)

Name	Address	Telephone #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MILITARY SERVICE RECORD

Have you had any experience in the United States Armed Forces or in the National Guard? Yes No

If yes, which branch? _____ Rank at discharge _____

Where you honorably discharged? (Please provide copy of DD-214) Yes No

NOTE: A dishonorable discharge from the military will not necessarily be a bar from employment.

Are you capable of performing with or without reasonable accommodation (special assistance, equipment or other help) the activities involved in the job or occupation for which you are applying? Yes No

(See Attached Job Description)

EDUCATION

	High School	Vocational/Technical	College	Graduate School
School Name City, State				
Did you Graduate (If not, credit hours completed)	Yes No	Yes No	Yes No	Yes No
Degree/Certificate				
Major/Minor				

Describe any specialized training, apprenticeships, internships, skills, certifications, and other extra-curricular activities that pertain to the position(s) for which you are applying.

List professional, trade, business group memberships and offices held and volunteer work. (excluding groups with the name and character of which indicate race, color, sex, religion, national origin, age, height, weight, marital status or disability which is unrelated to an individual's ability to perform the duties of the particular job, or any other protected class).

PUBLIC SAFETY TRAINING

Check all that apply

LAW ENFORCEMENT(Certification required)

- I am/was employed as a law enforcement officer and possess a valid MCOLES certification(attach) # _____.
- I am a pre-service academy graduate eligible of MCOLES certification. (Graduation date: _____)
- I am currently enrolled as a Law Enforcement pre-service academy student. (Anticipated Graduation date: _____)
- I am/was employed as a Law Enforcement Officer in another state and I am eligible for certification in Michigan.

FIRE FIGHTING & EMERGENCY MEDICAL SERVICES (Certification required)

- I am/was employed as a firefighter and possess a valid MFFTC Fire Fighter I certification. (Attached)
- I am/was employed as a firefighter and possess a valid MFFTC Fire Fighter II certification (Attached)
- I am a pre-service academy graduate eligible of MFFTC Fire Fighter I&II certification. (Graduation date: _____)
- I am currently enrolled as a Fire Fighter pre-service academy student. (Anticipated Graduation date: _____)
- I am/was employed as a Fire Fighter in another state and I am eligible for MFFTC certification in Michigan.
- I am currently enrolled in a Medical First Responder (MFR) or above class. (Grad. date _____ Level _____)
- I currently possess a valid Michigan medical licence (LARA) at the level of MFR EMT AEMT PAR

EMPLOYMENT HISTORY

Employer	Dates		Work Performed
	From	To	
Address & Telephone			
	Hourly Rate/Salary		
Job Title	Start	Final	
Supervisor			
Reason for leaving			

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Address & Telephone			
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AGREEMENTS AND UNDERSTANDING

PLEASE READ CAREFULLY

1. **CERTIFICATION OF TRUTHFULNESS** - I certify that the information on this application is truthful, made without evasion, and is complete and correct to the best of my knowledge. I understand that falsification, misrepresentation or omission of any information submitted in connection with my application or interview, whether in this document or not, may result in rejection of my application or, if hired, in dismissal, regardless of when discovered.

Signature _____

Date _____

2. **AUTHORIZATION FOR EMPLOYMENT/EDUCATIONAL INFORMATION** – I authorize the references listed in the Application for Employment, and any prior employer, educational institution, or any other persons or organizations to give the Charter Township of Emmett any and all information or any other pertinent information, they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing any lawful information to the Charter Township of Emmett. I waive written notice from my current employer and from any of my former employers regarding the disclosure of disciplinary reports, letters of reprimand, or other notices of disciplinary action contained in my personnel records. This waiver is made pursuant to the Bullard-Plawecki Employee Right-to-Know Act.

Signature _____

Date _____

3. **AUTHORIZATION TO OBTAIN INFORMATION** - I authorize the references and current and former employers and their agents listed in this application to give you any and all information concerning my current and previous employment and any pertinent information they may have (even if more than four (4) years old) and release all parties from any liability for any damages that may result from furnishing same to you.

Signature _____

Date _____

4. **EMPLOYMENT AT WILL** – If I am hired, in consideration of my employment, I agree to abide by the rules and policies of the Charter Township of Emmett including any change made from time-to time, and agree that, subject to the provisions of any written agreement to the contrary, my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the Charter Township of Emmett or myself. I understand that no manager or other representative of the Charter Township of Emmett other than the Township Supervisor, has any authority to enter into any agreement for employment for any specific or indefinite period of time, or to make any agreement contrary to the foregoing. Any such agreement made by the Township Supervisor must be made in writing to be effective.

Signature _____

Date _____

5. **PHYSICAL EXAMINATION, DRUG AND ALCOHOL TESTING** – I agree that if a job offer is made to me I will, before commencing employment, take a physical examination and authorize the Charter Township of Emmett or its designated representative(s) to withdraw specimen(s) of my blood, urine or hair for chemical analysis. One purpose of this analysis is to determine or exclude the presence of alcohol, drugs or other substances. I understand that decisions concerning my employment will be made as a result of these tests. I further authorize any physicians or entity conducting such testing to release the results of such tests to the Charter Township of Emmett.

Signature _____

Date _____

6. **NEED FOR ACCOMMODATION** – If I am a person with a disability who requires an accommodation to perform the job, I must notify the Charter Township of Emmett of that need within 182 days after I knew or reasonability should have known that an accommodation was needed. Failure to do so will preclude me from making a claim that the Charter Township of Emmett has not accommodated me as required by law.

Signature _____

Date _____

7. **LIMITATION ON RESPONSE** - I understand that due to the requirement of off duty call back that require a mobilization of personnel in emergencies, I will be required to live within a ten (10) minute response radius of the township limits of the Charter Township of Emmett. Further, based on a conditional offer of employment and your acceptance of that offer, I will abide by this requirement within 6 months of my first day of work.

Signature _____

Date _____

AGREEMENT AND UNDERSTANDING (continued):

8. **PSYCHOLOGICAL/PHYSICAL TESTING** – If offered employment, I agree to submit to any psychological or physical testing which may be necessary to determine my ability to perform the job for which I am being considered. I further authorize any physician or entity conducting such medical examination to release the results of such examination to the Charter Township of Emmett.

Signature _____ Date _____

9. **DRIVING RECORD CHECK** – If applying for a position that requires driving an Emmett Township vehicle, I authorize the Charter Township of Emmett or its agents the authority to make investigations and inquiries of my driving record.

Signature _____ Date _____

10. **FRINGE BENEFITS** – In accepting employment with the Charter Township of Emmett, I agree to accept all fringe benefits when eligible as provided now or in the future. I understand that it is my responsibility to provide documentation for verification of eligibility for fringe benefits as well as information regarding mailing address, telephone numbers or contact arrangements, withholding exemptions and dependent information. The Charter Township of Emmett shall rely on the most recent information for all purposes.

Signature _____ Date _____

11. **CRIMINAL RECORDS CHECK** – I agree to execute an authorization for the Charter Township of Emmett to secure criminal conviction history from the appropriate law enforcement agency should the Charter Township of Emmett determine it is necessary to do so.

Signature _____ Date _____

12. **AUTHORIZATION TO WORK** – If I am selected for hire, I will be offered employment provided I verify that I am authorized to work as required by the Immigration Reform and Control Act of 1986.

Signature _____ Date _____

13. **CONSIDERATION OF EMPLOYMENT** – I understand that my application will be considered pursuant to the Charter Township of Emmett's normal procedures for a period of sixty (60) days. If I am still interested in employment thereafter, I must reapply.

Signature _____ Date _____

14. **PROTECTED DISABILITY** – I also understand that if I have a protected disability that affects my ability to do the job I seek, I may ask the Charter Township of Emmett to attempt to make a reasonable accommodation for it. I must make my request in writing to the Township Supervisor as soon as possible after the date I know that accommodation is needed.

Signature _____ Date _____

15. **LIMITATIONS TO LITIGATION** – I agree that any lawsuit against the Township arising out of my employment or termination of employment, including but not limited to, claims arising under the State or Federal Civil Rights statutes, must be filed within one year of the event giving rise to the claims or be forever barred. I waive any limitations period to the contrary.

Signature _____ Date _____

I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE TERMS OF EACH OF THE ABOVE FIFTEEN (15) INDIVIDUAL STATEMENTS, AS INDICATED ABOVE.

SIGNATURE _____ DATE _____



CHARTER TOWNSHIP OF EMMETT DEPARTMENT OF PUBLIC SAFETY

SUPPLEMENTAL QUESTIONNAIRE FOR SWORN OFFICERS

Name (print): _____

The following knowledge, skills and abilities are minimum qualifications for this position. You must possess all of them in order to qualify for consideration as a sworn Public Safety Officer candidate. Please indicate your knowledge, skills and abilities by marking Yes or No below.

YES NO

- Read and interpret complex technical documents written in English, such as diagrams, manuals and textbooks
- Write clearly, concisely, and legibly, using correct English grammar and spelling.
- Willing to work:
 - Irregular hours
 - Overtime Hours
 - On-Call
 - 18-24 hours shifts
 - Any location.
- Willing to carry a firearm
- Willing to use approved weapons including (but not limited to) firearms, batons, if justified by laws, & policies and procedures?
- Willing to comply with Department grooming standards and to wear a uniform
- Willing and capable, both physically and mentally, to work under adverse conditions, such as fumes, gases, noise, dust, odors darkness, smoke, crowds, dampness, confined spaces, alone for long periods of time, heights, and decomposed, burnt or dismembered bodies.
- Willing to enforce all laws, policies and procedures.
- Willing to take the life of another, if justified by laws, policies and procedures.
- Willing to train other employees
- Willing to perform routine work to completion.

YES NO

- Willing and able to travel locally and out-of-state
- Willing to attend meetings and classes while off-duty

The following constitute some of the essential functions of the position of Public Safety Officer. Are you willing and able to?

- Pull the trigger of a firearm with either hand.
- Apply sufficient force to an individual to restrain or subdue that individual
- Squat and Crouch
- Crawl, walk, run and stand
- See long and short distances during daylight and darkness, and in dark and smoky environments.
- Hear radio transmissions, long range conversations and other communications when obscured by background noise.
- Speak clearly on radio or loudspeaker
- Smell odors
- Freely use both hands and arms
- Drive a motor vehicle under normal & emergency conditions.
- Exercise the required physical capabilities while wearing a uniform and equipment weighing up to 60 pounds+.
- Speak with a wide variety of people, using tact, self-restraint, judgement and strategy?

YES NO

- Is there any illegal drug, narcotic or controlled substance that you have ingested, inhaled, or injected into your body within the last two years?
- Have you ever been convicted of a crime of violence including but not limited to, battery or domestic violence?
- Have you ever been convicted of a crime that is equivalent to a felony as defined by Michigan statute?
- Have you ever been found guilty of a civil offense involving dishonesty or breach of trust, including but not limited to, fraud or misappropriation?

CERTIFICATION

I certify that the above information is true and correct and that I have not deliberately falsified or omitted any information from this supplemental application. I also understand that if I am selected to continue in the selection process, I will be required to participate in the full screening process, which I hereby agree to. I further understand that I will be required to submit proof of age, U.S. citizenship, or my application for citizenship, and my legal right to work in the United States prior to being appointed to a sworn position.

Signature of Applicant: _____

Date: _____