

APPLICATION FOR EXAMINATION  
CHARTER TOWNSHIP OF HARRISON  
CIVIL SERVICE COMMISSION

UPON COMPLETION OF APPLICATION PLEASE RETURN TO:

**Jan P. Jorgensen, CMC, Clerk  
Charter Township of Harrison  
38151 L'Anse Creuse  
Harrison Township, MI 48045  
(586) 466-1406**

**With the following:**

- 1). A check in the amount of \$40.00 (Application Fee) payable to the Charter Township of Harrison upon submittal of application.**
- 2). Copy of Driver License**
- 3). Copy of Fire Certificate 1 & 2**
- 4). Copy of Michigan Paramedic Certificate/License**
- 5). Hazardous Materials First Responder Operations Certification**

**Completed application is due in the Clerk's Office no later than 4:00 p.m. Friday, July 17, 2009.**

**The written test is tentatively scheduled for Wednesday, August 26, 2009, at 6:00 p.m. at the Beaufait Addition, 38255 L'Anse Creuse, Harrison Township, MI, 48045**



## EDUCATION

College \_\_\_\_\_  
Name of Institution Course Graduate – Y/N

High School \_\_\_\_\_  
Name of School Graduate – Y/N

Other \_\_\_\_\_

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## EMPLOYMENT (FOR THE LAST THREE (3) YEARS)

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Company Phone Number \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Company Phone Number \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

## BUSINESS REFERENCES

List name, address and phone number of at least two (2) references:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Under Act 78, the Civil Service Commission may refuse to examine an applicant, or after

examination, to certify as eligible, an applicant who is found to lack any of the established preliminary requirements for the examination of position or employment for which the applicant applied; or who is so physically disabled as to be rendered unfit for the performance of the duties of the position to which the applicant seeks appointment or who is addicted to the habitual use of intoxicating liquors or drugs or who may have been guilty of a crime; or who has made a false statement of a material fact, or practiced or attempted to practice a deception or fraud in the application, in the examination, or in securing eligibility, or who refuses to comply with the rules and regulations of the Commission.

I, \_\_\_\_\_, DO HEREBY APPLY TO TAKE THE EXAMINATION TO BE GIVEN FOR THE PURPOSE OF PREPARING A TWO (2) YEAR ELIGIBILITY LIST TO BE USED IN THE HIRING OF FULL TIME FIREFIGHTERS. SAID EXAMINATION TO BE CONDUCTED BY THE HARRISON TOWNSHIP CIVIL SERVICE COMMISSION.

I, ALSO AGREE THAT A BACKGROUND CHECK MAY BE PERFORMED, AND THAT I HAVE NEVER BEEN CONVICTED OF A CRIME, OR AM NOT ADDICTED TO ANY HABITUAL USE OF INTOXICATING LIQUORS OR DRUGS.

IT IS FURTHER UNDERSTOOD THAT A DRUG SCREEN TEST MAY BE REQUIRED PRIOR TO ACCEPTANCE OF EMPLOYMENT WITH THE FIRE DEPARTMENT. ANY AND ALL SUCH TEST RESULTS WILL ALSO BE IN CONJUNCTION WITH THE APPLICATION.

I ALSO AUTHORIZE THE CIVIL SERVICE COMMISSION AND THE FIRE DEPARTMENT OF HARRISON TOWNSHIP TO CONTACT ANY CURRENT AND PAST EMPLOYERS.

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Signature of Applicant

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Date of Application

Notary Public:

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 2009.

Notary Public, \_\_\_\_\_ County, Michigan

Acting in \_\_\_\_\_ County, Michigan

My Commission Expires:

**NOTE: If you encounter any problems which make it difficult to take tests, i.e. reading disability, etc., it must be so noted at the time of turning in the application so that arrangements can be made for you to take the written test.**

If your certification comes from an out of state course or military source, your eligibility to take the test will be determined by the Civil Service Commission.

## **FIREFIGHTER/MEDIC**

The job of firefighter/medic may include, but is not restricted to, combating and extinguishing fires, operating and maintaining all department equipment, performing rescue operations, participating in the department's emergency medical program at the medic level, participate in ongoing training and conducting both inspections and education programs with the public.

### **A. Firefighting**

1. Respond to fire alarms with apparatus.
2. Operate pumps, aerial ladders, and auxiliary equipment.
3. Lay and connect hose, hold nozzles, direct fog or water streams.
4. Raise and climb ladders.
5. Use chemical extinguishers, bars, hook lines and other equipment.
6. Remove persons from danger.
7. Perform salvage operations, remove debris.
8. Maintain reports and records.
9. Respond to multiple alarms outside the township.

### **B. Rescue**

1. Boating and water rescue.
2. Traffic accidents (extrication, etc.).
3. Evacuation of people during floods or other special emergencies.

### **C. EMS**

1. Respond to EMS runs (traffic, injury, illness, etc.) with apparatus.
2. Provide emergency care to patients.
3. Will communicate with hospitals on emergency runs.
4. Respond to multiple disasters outside the township.

### **D. Training/Education**

1. Attend recertification classes.
2. Attend seminars on other types of modern and more effective methods of treating patients in the field.
3. Attend training courses.
4. Read and study assigned materials related to firefighting, EMS, rescue, fire inspection and prevention, and other work related items.
5. Participate in drills/events for the purpose of training.

### **E. Dispatching**

1. Relay instruction, orders and information.
2. Give location of alarms received from dispatcher.
3. Dispatch men and apparatus.

F. Inspection, Fire Prevention

1. Perform assigned fire inspections, check fire escapes, building exits and related structures and appurtenances for compliance with fire prevention ordinances.
2. Work in the interest of the public by teaching and demonstrating safety methods.

G. Maintenance

1. Perform general maintenance work in the upkeep of fire department property.
2. Clean and wash walls and floors.
3. Make minor repairs to, and paint property and equipment.
4. Wash and dry hoses/fire/EMS equipment and supplies.
5. Wash, clean, polish, and test apparatus.

Firefighters are required, to wear air masks and protective clothing to protect their health and to allow them to enter into possible toxic atmospheric areas for rescue attempts, firefighting. The ability to wear protective equipment is mandatory.

With the updated technology in fire and EMS service, the nature of firefighter/medic work could change to reflect other obligations other than those mentioned herein. The nature of work could change to reflect needs of the Township.

I, \_\_\_\_\_, have read and understand the job description for the position of firefighter/medic for the Harrison Township Fire Department.

\_\_\_\_\_  
 \_\_\_\_\_ Signature of Applicant  
 \_\_\_\_\_  
 \_\_\_\_\_ Date of Application

Notary Public:

Subscribed and sworn to before me  
 This \_\_\_\_\_ day of \_\_\_\_\_, 2009.  
 Notary Public, \_\_\_\_\_ County, Michigan  
 Acting in \_\_\_\_\_ County, Michigan  
 My Commission Expires:

**SECTION 8. MINIMUM ENTRANCE REQUIREMENTS FOR CIVIL SERVICE APPLICANTS**

- (A) Age: 18 - 70 inclusive, at the time of submitting the application.
- (B) Height and weight (stripped) must be acceptable to the Charter Township of Harrison Fire Department.
- (C) Must be a citizen of the United States.
- (D) Education: Graduation from high School or satisfactory completion of General Education Development tests. State of Michigan, Department of Consumer & Industry Services Paramedic License. State of Michigan Fire Fighter I & II Certification and Hazardous Materials First Responder Operations Certification.
- (E) Personal and other attributes: Good moral character, emotional stability, coolness in emergencies, resourcefulness, tact, alertness, a valid Michigan operator's or chauffeurs license; willingness to accept command responsibilities in emergency situations; favorable work records; personal fitness for the position; and must be willing to work overtime and holidays, as directed.
- (F) Applicant must sign authorization of background check to be eligible.
- (G) Applicant must have valid driver's license at time of hiring.
- (H) Arrest record: Applicants must provide a copy of all arrest and conviction records when filing application. Subsequently, a copy of all arrests and conviction records shall be filed by applicant within five (5) days of occurrence.
- (I) Physical Characteristics: Physical condition must be adequate for performance of the work as determined by an examining physician selected by the Township. Applicants must have well developed and proportioned physique; have at least 20/30 vision in each eye without glasses, corrected to 20/20 vision with glasses prior to appointment; adequate color and depth perception; normal hearing; freedom from any chronic diseases and

organic or functional defects, which may impair efficient performance of duties.

- (J) Summary of application process: The initial examination consists of the following:
1. Filing of application
  2. Written test
  3. Oral interview
  4. Field investigation and appraisal
  5. Physical examination

**SECTION 9.                    APPLICATIONS**

- (A) All applications will be furnished and received by the Clerk's Office and will be issued and accepted only upon direction from the Commission. All applicants shall furnish a copy of their birth certificate, a copy of citizenship papers if naturalized and statement of graduation from high school or a G.E.D. certificate. Said application shall be completed in full prior to being accepted by the Commission.
- (B) A Background investigation is conducted by an investigator contracted by the Township. The investigation occurs prior to the Fire Chief conducting interviews with individuals from the eligibility list.
- (C) Applications shall be held on file only until eligibility list is established unless applicant is placed on an eligibility list for an appointment, in which case, the application will be held for a period of two (2) years. Application form acceptance dates are to be established by the Commission.
- (D) Applicants shall be informed of dates for both written and oral examinations at time application is filed. Failure to appear at either shall result in disqualification.

**SECTION 10.                WRITTEN AND ORAL EXAMINATIONS**

Admission for examination shall be conducted as provided for in Section 10, paragraph A and B, and Section 12, paragraph A and B, of the Act. All applicants for the examination shall be provided with an Examination Identification Letter (A, B, C, etc.) For both the written and oral examination. Each examinee must attain minimal scores of 70 in both the written and oral sections of the test to be

considered as a successful applicant. The written and oral test shall be computed as follows: Two-thirds (2/3) of the total score value to the written and one-third (1/3) of the total score value to the oral. This is accomplished by doubling the written score, adding the oral and dividing by three (3). Applicants upon successful completion of the written and oral tests will be placed in rank order.

**SECTION 11. WRITTEN EXAMINATION**

The content and nature of examinations shall conform to the requirements stated in Section 12, paragraph A of the Act. Written examinations shall be prepared and assembled by a recognized agency designated by the Commission. Examinations shall be conducted under the supervision of the Commission.

**SECTION 12. ORAL INTERVIEWS AND APPEAL FOR SAME**

- (A) Oral interviews of applicants for original appointment shall be conducted by an Oral Interview Board consisting of one (1) active member of the Harrison Township Fire Department and the other two (2) from fire departments which operate in a similar manner to Harrison Township Fire Department. Amended August 15, 1989.
- (B) In the event an applicant is aggrieved regarding his score on the Oral Interview, he may appeal as follows: A letter, specifically listing the questions that were asked that he feels were unfair to him and possibly could have established discrimination or prejudice upon the part of the examiners, shall be submitted to the Civil Service Commission. If the Commission deems that the request for another oral examination has merit, the applicant will be required to deposit with the Township \$25.00 to cover the cost of another examination and if the applicant fails the examination, the money shall not be returned. However, if the applicant receives a passing score, the money will be returned and the applicant's name shall be placed upon the Eligibility List.

**SECTION 13. MEDICAL EXAMINATIONS**

Upon completion of written, oral and background investigation, applicants shall submit to and successfully pass a medical examination, by designated physicians, which will include a chest

and back x-ray, drug screen, to determine the fitness of the applicant. A written report shall be submitted to the Commission, and shall be maintained as part of the personnel file. (See attached medical examination form). Applicants will not be eligible for employment until they have been certified by a doctor appointed by the Township.