

**Requirements for Firefighter Examination  
Civil Service Commission  
Charter Township of Harrison**



**The following items are required to be submitted at the time of application:**

- 1) Copy of Driver's License**
- 2) Copy of Fire Fighter I & II Certificate**
- 3) Copy of Michigan Paramedic Certificate/License**
- 4) Copy of Hazardous Materials First Responder Operations Certification**

**Completed application is due in the Clerk's Office by the close of business  
at 4:30 p.m. Thursday, December 21, 2017.**

**Upon completion of application please return to:**

**Adam Wit, CMC, CMMC, Clerk  
Charter Township of Harrison  
38151 L'Anse Creuse  
Harrison Township, MI 48045  
(586) 466-1406**

**Application for Firefighter Examination  
Civil Service Commission  
Charter Township of Harrison**

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Name

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

Middle Initial

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (     ) \_\_\_\_\_ Email \_\_\_\_\_

Cell (     ) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Drivers License Number \_\_\_\_\_

Are you a citizen of the United States?      YES      NO

Are you over eighteen years of age?      YES      NO

Do you have any physical limitations which would prohibit you  
from performing as a Firefighter?

IF yes, explain on back of page.      YES      NO

Have you ever been charged with or convicted of a felony?

IF yes, explain on back of page.      YES      NO

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**MILITARY SERVICE RECORD**

Armed Forces served from \_\_\_\_\_ to \_\_\_\_\_

Branch of service \_\_\_\_\_ duties \_\_\_\_\_

Rank or rating at time of enlistment \_\_\_\_\_

Rating at time of discharge \_\_\_\_\_

**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 \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

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**BUSINESS REFERENCES**

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

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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 ONE (1) 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

**Subscribed and sworn to before me**

This \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Notary Public, \_\_\_\_\_ County, State of Michigan

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

My Commission Expires \_\_\_\_\_

Notary (Print) \_\_\_\_\_

Notary Signature \_\_\_\_\_

**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 Community Health Paramedic License; State of Michigan Fire Fighter I & II 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 20/100 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) Applicant must provide verification of current successful passing of CPAT or BPAT physical agility test at time of hire.
- (K) Score of eighty-five percent (85%) or above on written test conducted by the Commission selected Administrator.

- (L) Summary of application process: The initial examination consists of the following:
1. Written test with Commission selected Administrator. All applicants must test prior to December 1st to be eligible for the next year's Eligibility List.
  2. Letters will be sent to applicants who scored eighty-five percent (85%) or above on the written test to fill out an application with Harrison Township for an oral interview.
  3. Filing of application with Clerk's Office.
  4. Oral interview.
  5. Field investigation and appraisal.
  6. Physical examination.

### **SECTION 9. APPLICATIONS**

All applicants that have received a score of eighty-five percent (85%) or above on the written examination will be notified by Harrison Township and will be required to submit an application to Harrison Township in order to be eligible for the oral exam.

- (A) All applications filed with Harrison Township 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 and pay the application fee as set by the Civil Service Commission. 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 one (1) year. Application form acceptance dates are to be established by the Commission.
- (D) Applicants shall be informed of a tentative date for oral exam by letter, mailed to the applicant from the Clerk's Office asking that the applicant confirm the scheduled date for oral examinations upon receipt. Failure to appear 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.

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.

- (A) For the written examination each examinee must attain minimal score of eighty-five percent (85%) to be considered as a successful applicant. For the oral examination each examinee must attain a minimal score of 70 to be considered a successful applicant. The written and oral test shall be computed as follows: fifty percent (50%) of the total score value to the written and fifty percent (50%) of the total score value to the oral. This is accomplished by adding the written and oral scores together and dividing by two.

## **SECTION 11. 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.
- (B) In the event an applicant is aggrieved regarding his score on the Oral Interview, he/she may appeal as follows: A letter, specifically listing the questions that were asked that he/she feels were unfair to him/her 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 12. 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, and 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.

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

**Subscribed and sworn to before me**

This \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Notary Public, \_\_\_\_\_ County, State of Michigan

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

My Commission Expires \_\_\_\_\_

Notary (Print) \_\_\_\_\_

Notary Signature \_\_\_\_\_