

Grand Ledge Area Fire Department
A Division of the Grand Ledge Area Emergency Services Authority
Employment Application Instructions

*Many applicants either have their applications rejected or their scores affected by application errors that may be avoided. The following information is an effort to help you avoid the most common mistakes. Please read these instructions carefully before submitting your employment application. **Any misrepresentation in this application and/or attachments WILL cause your application to be rejected, your name to be removed from the eligible register and/or subject you to dismissal.***

➤ **GENERAL INFORMATION**

- **Please read the minimum requirements for the job in which you are interested.**
- Apply for positions **only** if you meet the minimum qualifications for the job. We cannot waive requirements.
- Type or print applications in blue or black ink.
- Application materials must be received by the announced deadline.
- Remember to sign and date your employment application and submit your driver's license and SS Card.
- A separate employment application is required for each job title for which you are applying.
- Copies of applications are encouraged as long as each copy is complete, legible and signed.
- Applicants should provide accurate and complete application information regarding employment, education, criminal history, etc.
- Criminal record checks will be run on all applicants.
- **The following information is required for criminal record checks to be run: SSNO, birth date, driver's license and state in which it was issued, city and state of every employer.**
- Applications written in pencil or copies that are too light or damaged (bent, rolled, stained, etc.) are not acceptable.
- **Once submitted, your application and attachments will not be returned, reused or copied for you.**

➤ **TESTING INFORMATION**

Picture identification is required for entry to all tests.

Please leave cell phones, personal data assistants, beepers and other communication devices in your vehicle during all examinations. Such devices are not allowed in the examination room.

EDUCATION RELATED INFORMATION

Educational requirements are met only through accredited institutions. The institutions must be accredited by an agency recognized by the United States Department of Education. Foreign degrees must be converted.

In order for education points to be credited, **original education, certification and similar documents are required with employment applications.** It is best to provide original transcripts in case specific courses are needed. It is also beneficial to bring certificates and diplomas for short courses completed, such as software, leadership courses, etc.

If your college diploma does not specify what your major field of study was, please submit an official transcript. Education points may be awarded, in many cases, only if the specific degree is indicated.

It is best to include all levels of higher education documentation because credit may be given for a specific bachelor's degree that would not be evident on a master's diploma.

Even if you did not complete college, it is still beneficial to submit an official transcript of completed courses because partial credit may be awarded.

➤ **EMPLOYMENT RELATED**

Work history information is used to determine whether you qualify for the job for which you are applying. For some jobs, this section will also be scored to determine part of or your entire grade. To receive credit, you should fill out all blocks for each job listed.

List all periods of employment, beginning with your present or most recent employer and working back.

Title of position held should be your official title and not a working title or multiple titles.

It is especially important that you fill out the beginning and ending dates (month/year) and the average number of hours worked per week for each job listed. If the hours varied, list a range such as "5-15" hours, or "20-40" hours. If you often worked overtime, "40+" is acceptable in the hour's box.

If you held different jobs while working for the same employer (e.g. promotions), treat each change as a separate job using separate blocks and giving specific information for each change.

Also, describe in detail the specific duties beginning with your primary duties. Job descriptions should include types of software used, specific equipment operated, languages programmed, customer service specifics and other such details. Preprinted job descriptions are not accepted in place of description of duties on the application form since they do not necessarily reflect your particular position

Where you have held supervisory positions, titles of people supervised, not just the number of people, should be indicated in the "number and job title of employees you supervised" box.

Check you're starting and ending dates for feasibility. Look for errors such as employed from 2/6/87-1/4/82 or a date of 14/2/93, or 6/8/19.

Please do not use abbreviations, initials or military jargon when describing your duties or listing your job title.

Include specific details such as software used, equipment operated, types of records maintained, etc.

If you cannot fit all the jobs you have held on this application form, copy any blank job page.

Thank you for your interest in Grand Ledge Area Emergency Services Authority employment and good luck in your employment search.

Grand Ledge Area Fire Department

A division of the Grand Ledge Area Emergency Services Authority

Application for Employment

500 N. Clinton St., Grand Ledge, MI 48837

Phone (517) 627-1157 / Fax (517) 627-0417

Web Address: www.glaesa.com

***** Please read employment application instructions before completing this form *****

POSITION FOR WHICH YOU ARE APPLYING:							For GLAESA Employees Only: Transfer <input type="checkbox"/> Reemploy <input type="checkbox"/>
Check all that you may be interested in: Full-Time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer: <input type="checkbox"/>							
Last Name			First Name		Middle Initial		
Mailing Address			City				
State	Zip	Cell Telephone No.	Home Telephone No.	Business Phone No.	E-Mail Address		
Driver's License #	State	Expiration Date	<input type="checkbox"/> Operators (Private Vehicle) <input type="checkbox"/> CDL (present license for HR to copy)		License Class ____ Endorsement ____		
Have you ever been convicted of a felony since your 18th birthday? If you answered yes, please complete the following: (Conviction is not an automatic bar to employment. Each case is considered on its individual merits). <i>Nature of Offense</i> <i>Name & Location of Court</i> <i>Date of Conviction</i>						(Inaccurate information here will result in disqualification.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are any of your educational or employment records found under a different last name? If yes, please give the last name. <i>Previous Last Name</i>						<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently employed by City of Grand Ledge or GLAESA? If yes, please give: <i>Department/Division</i>						<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a former employee of the City of Grand Ledge or GLAESA? If yes please give: <i>Last Date(s) of Employment</i> <i>Department / Division</i>						<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been discharged or forced to resign from any position? If yes, please give employer, date and reason. <i>Employer</i> <i>Date and Reason</i>						<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any relatives working for the City of Grand Ledge or GLAESA? If yes, please complete the following: (Continue listing relatives on a separate page if necessary) <i>Name</i> <i>Relationship</i> <i>Department</i>						<input type="checkbox"/> Yes <input type="checkbox"/> No	
If hired, are you authorized to work in the United States? For non citizens, a copy of your authorization to work issued by the U.S. Immigration and Naturalization Service must be submitted prior to appointment.						<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you now hold or are you a candidate for an elective public office?						<input type="checkbox"/> Yes <input type="checkbox"/> No	
References						For Office Use Only: Date and Time Received	
Name			Telephone Number				

