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 <u>only</u> 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, <u>original</u> <u>education</u>, <u>certification</u> and <u>similar</u> <u>documents</u> are required <u>with employment applications</u>. 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 <u>detail</u> 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. 11/10

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Application for Employment Sono 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 ***

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POSITION FO]	For GLAESA Employees Only:
YOU ARE APP	LYING:							7	Transfer Reemploy
Check all that you may be interested in: Full-Time Part-time Volunteer									
Last Name					First Name				Middle Initial
Mailing Address	;				City				
State	Zip	Cell Telepho	ne No.	No. Home Telephone No. Business Phone No. E-M				E-M	Iail Address
Driver's License	.#	State	Expiration	Date					
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	viction is not	an automatic b		ment. E	Each case is con	side	yes, please complete the red on its individual merits). e of Conviction		(Inaccurate information here will result in disqualification.)
	educational c sus Last Name		records foun	d under	a different last	nam	e? If yes, please give the las	st	☐ Yes ☐ No
Are you current Depar	ly employed tment/Divisio		nd Ledge or	GLAES	SA? If yes, plea	se gi	ve:		☐ Yes ☐ No
Are you a former employee of the City of Grand Ledge or GLAESA? If yes please give: **Last Date(s) of Employment Department / Division**								☐ Yes ☐ No	
Have you ever be reason. Employ		ed or forced to	_	any pos nd Reas		ease	give employer, date and		☐ Yes ☐ 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) Name Relationship Department									☐ Yes ☐ 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.									☐ Yes ☐ No
Do you now hold or are you a candidate for an elective public office?								☐ Yes ☐ No	
Name References					T_{ℓ}	elenh	one Number		For Office Use Only: Date and Time Received
	Tun					лерп	ione (value)		

EDUCATION AND TRAINING									
ELEMENTARY AND HIGH SCHOOL EDUCATION									
Highest Grade Completed (choose one) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12	Did you graduate from High S a GED? YES			Name and Location (High School, Junio Name: Location:					
Indicate the number of courses completed	l in each si	ıbject:	alg	ebra bi	l .		okkeeping		
calculus geometry trigonometry Related Special Training (Correspondence, Business, Trades, Vocational, Armed Forces Schools, Etcprovide original doc's for HR to copy)									
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College Subjects	Semester OR		R Quarter	College Subjects			Semester	OR Quarter	
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				rrent original for I)	Issue	Expiration	
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☐ ORACLE ☐ GIS ☐ A	uto Cad		☐ Word/WordPe	erfect	_		written F	LUENTLY	
Approach T	yping	wpm	☐ PowerPoint		_				
Also include specific software experience in your job descriptions. Ask about PC skills exams and provide original certificates of courses completed.									

EMPLOYMENT HISTORY									
May we contact your present employer? YES NO Comment:									
Starting Date month / day / year Ending Date month / day / year				Employer/Company Name and address (city and state are required)					
Paid	Work Volunteer	Н	Hours per Week	Name & Title of Immediate Supervisor Telephone Number					
Reason for Leaving									
Title of Position Held Number & Job Title of Employees you Supervised									
Describe j	ob responsibilities in orde	er of impor	ortance:						
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Starting Date month / day / year	Ending Date month / day / year	Employer/Company Name and address (city and state are required)						
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7	Starting Date month / day / year	Ending Date month / day / year	Employer/Company Name and address (city and state are required)					
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Reminder: With your application, bring original transcripts, training certifications, professional licenses & certifications and other documents as indicated in the application instructions. If a certification or license is renewed after submission of this application, please bring in your current document for us to copy. An expired credential may result in you not being considered for a vacancy.