Requirements for Firefighter Oral Board Interview
Civil Service Commission
Charter Township of Harrison

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

- Driver’s License
- Michigan Paramedic Certificate/License
- CPAT Physical Agility Test
- BPAT Physical Agility Test
- Fire Fighter I & II Certificate
- Hazardous Materials First Responder Operations Certification

Return Completed application to the Clerk’s Office

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

Amended 5/21/19
Application for Firefighter Oral Board Interview
Civil Service Commission
Charter Township of Harrison

Name

Last   First   Middle Initial

Address ________________________________  City _____________  State _____  Zip ______

Phone ( ) ________________________________  Email ____________________________

Cell ( ) ________________________________

Social Security Number ________________________________

Drivers License Number ________________________________

☐ YES  ☐ NO
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

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 ______________________

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:

________________________

________________________

________________________

________________________
COPIES OF CERTIFICATIONS/ITEMS REQUIRED

- Driver's License
- Michigan Paramedic Certificate/License
- CPAT Physical Agility Test
- BPAT Physical Agility Test
- Fire Fighter I & II Certificate
- Hazardous Materials First Responder Operations Certification

EXPIRATION DATE

[Blank]

[Blank]

[Blank]
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 FOR ORAL BOARD INTERVIEWS TO BE GIVEN FOR THE PURPOSE OF PREPARING AN OPEN END ELIGIBILITY LIST TO BE USED IN THE HIRING OF FULL TIME FIREFIGHTERS. SAID ORAL BOARD 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 __________________, 2019
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 chauffeur 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 upon turning in application.

(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.
   2. Filing of application with Clerk’s Office.
   3. Oral interview.
   4. Field investigation and appraisal.
   5. Physical examination.

SECTION 9. APPLICATIONS

Applicants scoring eighty-five percent (85%) or above on the written test and meet all of the qualifications will be eligible to fill out an application for the oral board interviews for qualification for the Eligibility List.

(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. 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.

(E) The Fire Fighter Eligibility List shall be an open end list until the Fire Department staffing of up to twenty seven (27) personnel.

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. 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 ____________________, 2019
Notary Public, ______________________ County, State of Michigan
Acting in ______________________ County, Michigan
My Commission Expires ______________________

Notary (Print) ______________________

Notary Signature ______________________