

TEXAS CHARTER TOWNSHIP
FIRE & RESCUE DEPARTMENT



APPLICATION FOR EMPLOYMENT
ON-CALL AND FULL-TIME PERSONNEL

GENERAL INFORMATION

Read Carefully Before You Complete This Application.

NOTICE: Print clearly or type. Answer all questions. If specific section does not apply then enter N/A in that section. If you need additional space to answer any section you may use a separate sheet of paper and identify your answer with the referenced block (i.e. Employment Record).

Application must be completed by the person who is applying for the position.

Incomplete applications will not be processed!

Please be sure to date and sign this application in the appropriate section.

Do not misstate or omit any material facts. Any application containing misstatements, omissions or false information will be rejected from any further consideration.

GENERAL INFORMATION

Application for the position of:			Date:
Last Name	First Name	Middle Name	Soc. Sec. No.
Alias(es), Nickname(s), Maiden Name, Other Changes in Name			Phone No. / /
Present Residence Address	Street or RFD /	City or Post Office /	State Zip Code
Place of Birth (City, County, State)			Attach photostatic copy of birth certificate or baptismal certificate.
E-MAIL ADDRESSES			
U.S. Citizen Yes <input type="checkbox"/> No <input type="checkbox"/>	Naturalization Certificate No.	If Derived, Parent's Certificate No.	Date, Place, and Court

EMPLOYMENT RECORD

List all previous employment. START WITH MOST RECENT POSITION AND WORK BACK TO THE LEAST RECENT POSITION. Identify part-time jobs with "P.T." and temporary jobs with "Temp."

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM	1.			
TO				
DUTIES PERFORMED				
FROM	2.			
TO				
DUTIES PERFORMED				
FROM	3.			
TO				
DUTIES PERFORMED				
FROM	4.			
TO				
DUTIES PERFORMED				
FROM	5.			
TO				
DUTIES PERFORMED				
FROM	6.			
TO				
DUTIES PERFORMED				

If now employed, why do you desire to change? 	Were you ever discharged or have you resigned after being informed your employer intended to discharge you? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, why?
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SPECIAL QUALIFICATIONS AND SKILLS:

A. Indicate type of special license such as pilot, radio operator, etc., showing licensing authority, where the license was first issued, and date current license expires (except vehicle operator's license). _____

B. Special Qualifications (include publications, patents, public speaking, etc.). _____

C. Special skills you possess and machines and equipment you can use _____

D. Approximate number of words per minute. Typing _____ Shorthand _____

VEHICLE OPERATOR'S LICENSE (Driver's, Chauffeur's, etc.) Give the following information concerning any vehicle operator's license you have held or now hold:

License Number	State	Type	Expiration Date	Restrictions

Have you ever been denied issuance of a license or have you ever had a license suspended or revoked? Yes No

Explain fully _____

Have you ever had automobile insurance withdrawn or revoked or have you ever been refused automobile insurance? Yes No

If yes, give details, including reasons, names of companies, dates, etc. _____

REFERENCES

Give names of three persons not related to you, who know you through school, business or personal association. Do not use former employers.

A. CHARACTER	Name	Business or Profession
		Street
	Name	Business or Profession
		Street
	Name	Business or Profession
		Street

List at least three credit references.

B. CREDIT	Name	Years Known	Address (Business Address Preferred)		
			Street	City	State

ARRESTS, CONVICTIONS, DETENTION, LITIGATION: (include Juvenile, Traffic, Civil, Military, etc.)

Have you ever been arrested or detained by any law enforcement agency? Yes No

If yes, explain in detail _____

Have you ever been convicted of any criminal or civil offense? Yes No

If yes, describe in detail including date of conviction, Court of Record, offense, etc., (include any pleas of Nolo Contendere) Traffic Tickets, etc.

Have you ever been a defendant in any civil action? Yes No

If yes, explain _____

Have you ever been fingerprinted for any reason (arrest, job applicant, licensing, etc.)? Yes No

If yes, explain _____

Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to take or which might require further explanation? Yes No If YES, give details.

Have you ever applied for a position with any governmental agency? Yes No If so, give details.

TEXAS TOWNSHIP FIRE & RESCUE DEPARTMENT

APPLICATION FOR EMPLOYMENT – AUTHORIZATION FOR RELEASE of INFORMATION

NAME: LAST _____ FIRST _____ MIDDLE _____

MAIDEN NAME OR OTHER NAME KNOWN BY: _____
LAST FIRST MIDDLE

DATE OF BIRTH: _____ DRIVERS LICENSE NUMBER : _____
MICHIGAN OTHER STATE ()

I, _____ do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Charter Township of Texas whether the said records are of public, private or confidential nature.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that the information furnished will be used by the Charter Township of Texas in conjunction with employment procedures.

The intent of this authorization is to give my consent for the full and complete disclosure of the records of educational institutions, employment and pre-employment records, including background reports, training records and efficiency ratings. I also authorize the release of records or investigations, complaint, arrest, trial and/or convictions for alleged or actual violations of laws/ordinances/administrative rules, civil and/or traffic records, records that have been sealed, expunged, set aside or filed under the Holmes Youthful Trainee Act.

I reiterate, and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation which may provide pertinent data for the Charter Township of Texas to consider in determining my suitability for employment for the Fire & Rescue Department. It is my specific intent to provide access to personal information however personal or confidential it may appear to be, and the sources of information specifically identified herein.

I understand that any information obtained by personal history background investigation which is developed directly or indirectly, in whole in part, upon this release authorization will be considered in determining my suitability for employment by the Charter Township of Texas Fire & Rescue Department. I understand that all materials and information pertaining to this background investigation becomes the property of the Charter Township of Texas and will not be returned or disclosed to me. The information you release is for official use by the Charter Township of Texas, however, I understand that they may at their discretion re-disclose the information to a third party if said party has a release authorized by me or as provided by law.

I agree to indemnify and hold harmless the person whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses including reasonable attorney's fees, arising out of or by reason of complying with this request. This authorization shall continue in effect until revoked by me in writing. You may contact me at the address listed on this form if you question the validity of this release. I further understand that in the event if my application is approved or disapproved, all information including confidential sources shall not be revealed to me.

A photocopy of this Release form will be valid as an original, even though the said photocopy does not contain an original writing of my signature, when presented by an authorized representative of the Charter Township of Texas in person or through the US Mail.

MUST BE SIGNED IN THE PRESENCE OF A NOTARY:

APPLICANTS SIGNATURE: _____.

CURRENT ADDRESS: _____.

TELEPHONE NUMBER: _____.

Subscribed and Sworn to before me this _____ th day of _____, 20____. Notary _____.

My commission expires: _____.

Notary Seal