CITY OF TRAVERSE CITY

The following full-time employment posting is accepting applications until open positions are filled

Firefighter/Paramedic

Salary range: $67,391.09 - $80,039.48. Lateral entry available, starting up to $77,332.83

Immediate vacancies exist. Candidates are encouraged to apply early.

To learn more about the Traverse City Fire Department, please click on the following links:

- **TCFD Recruitment Video - Traverse City Fire Department Recruitment Video**
- **TCFD Webpage: TCFD Webpage**
- **Labor Agreement: Firefighters 2025-2029**

TO BE CONSIDERED CANDIDATES MUST SUBMIT CANDIDATE INFORMATION PACKET (located at the end of this posting) AND SUPPORTING DOCUMENTATION LISTED ON THE CANDIDATE INFORMATION PACKET to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to citypers@traversecitymi.gov.

The City of Traverse City is a drug-free workplace and an equal opportunity employer. All employment actions are taken without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, age, religious beliefs, marital status, veteran status, disability, genetic information or political affiliation. Employees must live within a radius of thirty (30) miles of the City limits, measured from the nearest City limit.

The City of Traverse City is an equal opportunity employer. Full-time positions receive a competitive benefit package; paid time off, short-term leave, health, dental, vision, and life insurance, employer retirement contribution, and participation in ACT 345 Retirement System, pension benefit program.

JOB DESCRIPTION: FIREFIGHTER – NON-EXEMPT

UNIT GROUP: IAFF

REPORTING RELATIONSHIP

Receives general supervision by the Fire Chief, and direct supervision by the assigned Captain and/or Lieutenant.

ESSENTIAL JOB FUNCTIONS:

Under the general supervision of the Fire Chief or his/her designee, the employee is responsible for extinguishing fires, responding to emergency calls and performing emergency medical techniques in order to protect and minimize the loss of life and property. The employee assists in the mitigation of critical incidents, and serves as additional safety measure for events held in the City, such as the National Cherry Festival. Assignments are received and carried out with a degree of independence within the established department guidelines. The work involves an element of personal danger, and the employee uses considerable judgment, initiative and skill in a variety of emergency situations and must be able to act without direct supervision in completing work.

Work also involves continuous training; apparatus, equipment, building and grounds maintenance as scheduled or directed; inspections, public education and related fire protection activities.

The employee shall support and enforce the policies, rules, and regulations of the City of Traverse City and the Traverse City Fire Department. The employee shares responsibility for assigned crew members, department buildings and equipment. The employee will participate in duties on a rotational basis as assigned, ensuring the opportunity to participate in all aspects of fire suppression services and medical emergency activities.

JOB RESPONSIBILITIES: This job description should not be construed as an exhaustive list of duties and responsibilities performed by persons assigned to this classification. It is not intended to limit or in any way modify the right of any supervisor or manager to assign, direct and control the work of employees under his/her supervision. All principal duties and responsibilities of this position are essential functions of the position. Job descriptions are reviewed on a regular basis and may be revised at any time. Revisions will be communicated to employees within the classification. This job description does not constitute a contract of employment.

1. Performs job duties adequately, properly, and in a timely manner; follows personnel and department policies and operating procedures; shows respect, tact, and courtesy in dealings with coworkers and the general public; behaves in a manner that does not obstruct or hinder other employees from completing their duties; acts in a manner that is safe and follows the City's adopted policies and procedures at all times.
2. Interacts with customers and represents the City of Traverse City and the Traverse City Fire Department in positive manner. Provides/participates in fire prevention classes and fire station tours.
3. Has knowledge of and complies with the policies and procedures of the department and of the City of Traverse City.
4. Responds to emergency calls and performs emergency work in both fire and non-fire situations, both while on duty or when called to respond; performs emergency medical techniques at scene and prepares follow-up reports on calls.
5. Maintains personal safety.
6. Performs routine maintenance and cleanliness of stations and grounds; performs a variety of housekeeping and maintenance duties in and around the fire station.
7. Performs periodic apparatus checks as assigned and ensures apparatus and equipment are ready for emergency response. Cleans, maintains, and services fire equipment after use as a readiness procedure or on a general maintenance basis.

8. Participates continually in educational programs, training and practice drills; participates in continuing education requirements to maintain required certifications. Participates in scheduled training with other department members on apparatus, equipment, EMS, rescue, fire suppression and related subjects.
9. Report neglect of duty or inefficiency to the Fire Chief.
10. Report disrespectful behavior to the Fire Chief.
11. Ensures that all required or requested reports and records are promptly completed and filed as required by department policies and/or Northwest Regional Medical Control Authority protocols.
12. Participates in ongoing physical fitness activities.
13. Participates with crew in pre-incident surveys.
14. Attends committee meetings and participates in committee responsibilities as directed.
15. Ensures appropriate paperwork is completed for requests for purchase and/or service orders.
16. Participates in the mitigation of critical situations.
17. Skillfully participates in the driving, use, care and maintenance of apparatus, equipment and property to ensure they are operational and ready for emergencies.
18. Preserves, to the extent possible, the conditions indicating the cause of fire or other suspected criminal activity and communicate same to the investigating officer.
19. Participates in annual employee evaluations.
20. As directed, inspects fire stations on a monthly basis.
21. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS – The requirements listed below are representative of the knowledge, skills, and abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Knowledge of:

- Modern emergency response tactics and procedures.
- Thorough knowledge of modern fire suppression tactics and procedures, and the ability to apply this knowledge to a variety of situations.
- The operation and capabilities of a wide variety of firefighting apparatus and equipment.
- The location of all streets within the City limits of the City of Traverse City, and be familiar with major buildings and location of fire hydrants.
- Knowledge of the laws, rules and regulations relating to fire control and fire prevention as part of community risk reduction.
- National Incident Management System (NIMS) and Incident Command System (ICS) Basic Emergency Medical Services (EMS) systems.

Skills and Abilities to:

- Skill in performing Basic EMT pre-hospital medical care, such as performing CPR, artificial ventilations, oxygen administration, basic airway management, defibrillation using an AED, spinal immobilization, monitoring of vital signs and bandaging/ splinting. May also administer nitroglycerin, glucose, epinephrine and albuterol.
- Must meet the designated physical standards appropriate to this classification.
- Ability to observe situations analytically and objectively, and report and record them clearly and accurately.
- Physically and mentally capable of performing all the duties of the classification.
- Ability to maintain and organize records, compiling data and preparing comprehensive reports on matters related to firefighting and emergency response.

- Ability to coordinate and manage multiple tasks and establish appropriate timetables for completion.
- Ability to communicate effectively in the English language, and present ideas orally and in writing.
- Skill in effectively using office equipment and technology, including computers and related software, and the ability to learn and utilize new technologies.
- Ability to react quickly and effectively to emergency situations.
- Ability to establish effective, professional working relationships and use good judgment, initiative and resourcefulness when dealing with employees, elected officials, the media, professional contacts, and the public.
- Ability to consistently demonstrate sound ethics and maintain confidentiality of information.

Education, Training and Experience:

- High School Graduate
- Preferred: Associate's degree or Bachelor's degree in a related field of study

Licensing and Other Requirements:

- Michigan Firefighter I and II certification or equivalent
- Michigan Paramedic License/Certification or reciprocity eligible
- Valid Michigan Operator's License and a safe driving record
- Must meet the designated standards appropriate to this classification

Stipends (annual or flat amounts)

- **Bay Area Technical Rescue Team -** $400 /year
- **Hazardous Materials Response Team -** $400 /year
- **Bachelor's Degree (limit one) -** $1000 /year
- **Master's Degree (limit one) -** $2000 /year
- **Residency -** 6% of the top-step Firefighter/Paramedic base wage if reside in City limits

Allowance (added on top of base wage)

- **Longevity Pay:** $0.11 - $0.25 /hour

PHYSICAL DEMANDS AND WORK ENVIRONMENT - The physical demands and work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY OR LEAD WORK RESPONSIBILITIES

Supervises: No supervisory responsibilities

PHYSICAL REQUIREMENTS

In the performance of job duties, the employee is required to use a computer for extended periods of time, mobilize to other locations, communicate verbally, and hear. While performing the duties of this job, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with frequent interruptions; and interact with officials and the public.

The employee frequently is required to stand, walk and sit, use hands to finger, handle, or feel, and reach with hands and arms. The employee is required to run, climb, stoop, kneel, crouch, crawl and maneuver when physical mobility is required. The employee is required to effectively use fine motor skills. The employee must frequently lift and/or move items of light to heavy weights. May be required to lift up to 120 pounds and push/pull up to 200 pounds to move objects on an occasional basis. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

TOOLS AND EQUIPMENT USED

In the performance of job duties, the employee may use the following tools and/or equipment: general office and communications equipment, such as computers/tablets, mobile and portable radios, Fire/EMS related software, multi-line phone system.

Must be able to drive and operate all applicable Fire and EMS apparatus, including Fire Engines, Aerial trucks, Ambulance, Marine vessels and off-road vehicles. Must be able to operate all equipment associated with all apparatus, including but not limited to: hydraulic rescue tools, ground ladders, fire suppression hose lines, air monitoring equipment, and Advanced Life Support (ALS) equipment including but not limited to cardiac monitors and defibrillators.

WORK ENVIRONMENT

In the course of the work shift, the degree of physical demands and exposure to environmental conditions may vary. The environment of the position includes exposure to heights, fire/heat, chemicals, traffic hazards, moving equipment, strong odors, and noise. The employee may be required to attend additional meetings or training opportunities as directed. The employee occasionally is required to travel to other locations. The noise level in the work environment can range between quiet to very loud.

Job Description Updated: November 18, 2026

CITY OF TRAVERSE CITY FIREFIGHTER SELECTION AND HIRING PROCESS

The City of Traverse City is currently accepting applications for the Firefighter/Paramedic position.

The selection and hiring process will consist of the following steps:

STEP 1 – Completion of the Employment Application

Applications will be accepted until all budgeted positions are filled.

To be eligible for this position, applicants must meet one of the Firefighter II Certification requirements listed below **AND** one of the Paramedic licensing requirements listed below be eligible for consideration for this job posting.

- **Firefighter II (or equivalent) Certification - 2 Ways to Meet Required Certification**
  1. Must Possess current Firefighter II or equivalent certification at time of application.
  2. Candidates who are registered and attending a recognized Fire Program and/or Fire Academy that will result in Firefighter II Certification upon completion are eligible to apply.
     a. Candidates must be within 90 days of program completion to be considered

- **Paramedic License - 3 Ways to Meet Licensing Requirement**
  1. Possess current State of MI Paramedic License or equivalent at time of application.
  2. Completed recognized Paramedic Program and eligible to take licensing exam within 90 days of date of application.

3. Currently enrolled and attending a recognized Paramedic program with successful completion of licensing exam within 90 days of date of application.

- Applicants who meet one of the criteria outlined for the Firefighter II Certification and one of the criteria outlined for the Paramedic licensing requirements will be considered for Department Testing.

STEP 5 – Department Testing Scheduled

1. **Firefighter Physical Agility Test** (Physician Approval Required)
    a. Qualified candidates will be scheduled to take the Firefighter Physical Agility Test.
    b. Physician Approval required prior to practice session or testing session being scheduled.
    c. Physician form will be provided to qualified candidates. The form must be dated (by the physician) no more than 30 days prior to the Physical Agility Test date.
    d. Detailed information on Agility Test requirements included on last page of this posting.

2. **Written Testing**
    a. Qualified candidates will be scheduled to take the National Firefighter Selection Inventory (NFSI)
    b. National Firefighter Selection Inventory (NFSI) is a cognitive ability and behavioral exam.
        i. Candidates are allowed up to 2 ½ hours to complete the exam.
        ii. Study Guide Available (Optional) - Study guides material and pricing can be found at the following link: https://iosolutions.com/shop/?swoof=1&pa_examination=nfsi

STEP 6 – Oral Board Interview with Fire Chief and Command Staff.

1. Interview and Selection Process
    a. Interviews will be scheduled as qualified candidates are identified.
    b. Candidates will be notified of the disposition of the interview within 30 days.
    c. Applicants must meet the minimum requirements and successfully complete all testing and oral board interview requirements to be placed on the eligibility list.

STEP 7 - Eligibility List

1. Candidates who successfully pass the Oral Board will be placed on the eligibility list.
2. The eligibility list is valid for 24 months
3. When budgeted vacancies exist, the Fire Chief may extend a contingent job offer to any candidate who is listed on the current Eligibility List

STEP 8 – Conditional Offer Extended to Candidate

Contingent Job Offers

1. Background check consent form will be provided to candidate
2. All offers of employment are contingent on the results of comprehensive Public Safety Background Check which will include, background interview, reference checking, driving record verification, psychological examination, employment history verification, pre-employment physical examination/drug screen and satisfactory completion of a probationary period.

STEP 9 – Background, Preemployment Medical Exam and Psychological Testing

1. Upon acceptance of the contingent offer, candidates will advance to the:
    a. Comprehensive background check*
    b. Psychological Testing*
    c. Pre-employment Physical and Drug Screen*

**The background, psychological and pre-employment physical/drug screen may all run concurrently. Candidates must pass all requirements to be considered for hire.*

STEP 10 - Start Date Determined / New Hire Orientation Scheduled

1. Upon being cleared for hire, a start date will be determined.

Probationary Period:

1. **Firefighter / Paramedics** – Currently licensed Firefighter/Paramedics have a 12-month probationary period.

Recruiting Information

1. To learn more about City of Traverse City's Firefighter hiring and selection process, please email citypers@traversecitymi.gov

Ride Along

1. Individuals who are interested in the City of Traverse City's Firefighter position are encouraged to schedule a ride-along. Please contact, Alanna Crouch, Administrative Assistant at acrouch@tcfire.org or 231-922-4930 to schedule a ride along.

Standard of Appearance Policy

1. All new hires will be required to meet the City of Traverse City Standard of Appearance Policy.

AGILITY TEST - TRAVERSE CITY FIRE DEPARTMENT

Agility Test Criteria:

The agility test will consist of two sections. The first section shall consist of several events that are to be done continuously. The events will simulate evolutions that may be done at a fire scene. This entire section will be pass/fail with a maximum passing time of eight (8:00) minutes. The second section shall consist of non-timed event to be started within ten (10:00) minutes of completing Section I.

Section I - Continuous events as follows. All events will be done wearing currently approved NFPA safety gear to include: turnout coat, turnout pants, turnout boots, helmet, gloves, (all with liners), and SCBA (45 minute rated bottle) with approximately 4500 PSI in the bottle. The candidate shall breathe from the SCBA for this event. If you have/need prescription eyeglass lenses held in frames inside the SCBA mask, you are required to bring your own SCBA airpack and mask to the Physical Agility Test. The airpack is limited to a 45 minute-rated SCBA cylinder. Any cylinders rated at more than 45 minutes will not be allowed. A proctor will follow the candidate through the entire course and time the candidate. Time starts when the candidate successfully picks up the hose in the first event and stops when the candidate has successfully completed all of the following events in numerical order. The candidate has eight (8:00) minutes to complete this portion of the test. The proctor shall notify the candidate of the time elapsed in 2-minute intervals. There is no running allowed between events. Running is only allowed during the hose drag event. On stair and ladder climbs the candidate must hit every step going up and down. He/she may walk quickly but safely. At any time during the test if the proctor thinks you are performing unsafely, the candidate may be disqualified.

2. **Hose drag -** the candidate shall drag on a flat surface 100 feet of charged 1 ½" hose, including a nozzle, a distance of 150 feet to a predetermined line then turn around and drag it back 150 feet to the starting point. The candidate may run during this event.

3. **Ladder Removal, Carry, Raise, Climb** - the candidate shall remove a 16-foot metal roof ladder from hooks positioned approximately 6 feet 6 inches from the floor, carry the ladder approximately 50 feet to a predetermined point on the building, raise the ladder against a building, climb the ladder and touch the top edge of the roof, then climb down to the ground.

4. **Simulated Ventilation/Forcible Entry** - the candidate shall use an 8-pound sledgehammer to hit the end of a railroad tie twenty (20) times. The sledgehammer must be raised to at least shoulder height for each swing. The proctor will count out loud for each successful swing.

5. Return the ladder positioned on the building from Step 2 to its original position on the hooks.

6. **Beam walk -** the candidate, given a beam stabilized on a flat floor and measuring approximately 20 feet long by 3 to 4 inches wide, and given a length of fire hose weighing at least forty (40) pounds, shall walk the length of a beam carrying the hose without falling or stepping off the beam. The hose roll must be placed on the ground past the line at the end of the beam. If the candidate falls off the beam or the hose bundle touches the ground, the candidate must return to the beginning of the beam walk and start this event over.

7. **Window simulation** - the candidate shall climb through a simulated window. The base of the window opening shall be approximately 4 feet 6 inches in height. (Walk to the bottom of the hose tower.)

8. **Hose carry** - from a predetermined position at the bottom of the hose tower stairway, the candidate shall carry the following up 6 flights of stairs (3 stories), 100 feet of 1 ½" hose with nozzle, and 2 ½" adapter, to be placed at a predetermined position at the top of the stairs.

9. **Hose raise** - the candidate shall raise 1 ½" hose roll weighing approximately 20 pounds from the basement floor of the hose tower to the top landing and over the railing. The raise must be completed without letting the working rope touch the railing.

10. The candidate shall carry the 100 feet of 1 ½" hose from event 7 down to its original position at the base of the hose tower.

11. **Simulated Basement Rescue with Dummy** - the candidate shall enter the basement door at the bottom of the hose tower stairs and shall crawl through a darkened room using a left-handed search pattern until a 115-to-125-pound rescue dummy is found by the rear exit door of the basement. The candidate shall then open the outside exit door of the basement and carry or drag the dummy (without the use of the handle on the back) up the outside stairwell (3 flights) and position the dummy on the ground across the finish line. The proctor will stop the time when the dummy and the candidate are completely across the line and the dummy is on the ground.

Section II - Aerial Ladder Climb

Within ten (10) minutes of completing the Section I, the candidate shall continuously climb to the top of a 100-foot aerial ladder and return to the ground. The ladder shall be unsupported, extended to 100 feet, and at an approximate 65-degree angle. This event is not timed and shall be done in a controlled and safe manner. The candidate shall wear all of the equipment that was worn in Section I except the face mask. The candidate will not be breathing from the SCBA bottle for this event. This section is pass/fail.

CITY OF TRAVERSE CITY, MICHIGAN

An Equal Opportunity Employer

FIREFIGHTER

CANDIDATE INFORMATION PACKET

INSTRUCTIONS: To be considered further, all Firefighter candidates must complete the Candidate Information Packet.

Applicants are urged to consider carefully and understand fully each question and to print the response in the proper blanks. All information submitted will be subject to verification during a comprehensive public safety background check if you are the candidate selected to fill a vacant budgeted position. A false or misleading response may result in disqualification for employment.

Each applicant appointed to a position with the Fire Department of the City of Traverse City shall meet minimum requirements, including the successful completion of written, strength and agility, physical evaluation, and oral examinations.

A newly appointed employee shall be required to complete a probationary period, during which time such employee may be separated for cause without appeal. This probationary period is considered the last state of the selection process.

According to Law, the City of Traverse City may not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status unless any such condition is a bona fide occupational qualification reasonably necessary to the normal operation of the business.

CANDIDATE INFORMATION

1. **Position:** Firefighter

2. Full Legal Name _____
(First) (Middle) (Last)

3. Address _____
(Number) (Street or PO Box) (City)(State) (Zip)

4. Home Phone Cell Phone _____

5. Email Address _____

6. Earliest date you will be available to start work if selected for the position?_____

7. Are you authorized to work in the United States? YES ◯ NO ◯
(If yes, verification will be required during the I-9 process)

8. EDUCATION AND TRAINING:

Do you possess a High School Diploma (or G.E.D.)? Yes ◯ No ◯
If not, last grade completed _____

List High School Name(s) – Include City and State

_____
_____ _____
_____

Other Schools Attended City and State Course or Major Studied Degree or Certificate Received

_____
_____
_____ _____

Other training you received (for example, special courses, work training programs, armed forces training). Please estimate the number of hours of training you received.

_____
_____
_____ _____

9. CERTIFICATIONS / LICENSING FOR ENTRANT FIREFIGHTER/PARAMEDIC:

To be considered further, please include a copy of the following certifications/licensing when you submit the Candidate Information Packet. As outlined in the job posting, candidates that are currently enrolled and attending a recognized Fire Academy, Paramedic Program, are eligible to apply.

1. State of Michigan Firefighter II Certification or equivalent as defined by the Michigan State Firefighter Training Council or equivalent certification from another state.

2. Paramedic License or equivalent as defined by the Michigan Department of Public Health, EMS Division or equivalent certification from another state.

10. EXPERIENCE:

Start with your present or last job and work backwards. (Most recent on top and work backwards)

- Include paid or unpaid, full or part-time, military, summer jobs, etc.
- Note: We may contact any previous employers to verify your statements.

Recent Employment History: List Employment most current to oldest

#1 **Employer Name:** _____
Employer Address: _____
Title of Position you Held: _____
Starting Date: _____
Salary or hourly rate: _____
Ending Date: _____
Average Hours per week: _____
Reasons for leaving: _____
Name and title of immediate supervisor: _____
Description of duties and responsibilities: _____
_____

#2 **Employer Name:** _____
Employer Address: _____
Title of Position you Held: _____
Starting Date: _____
Salary or hourly rate: _____
Ending Date: _____
Average Hours per week: _____
Reasons for leaving: _____
Name and title of immediate supervisor: _____
Description of duties and responsibilities: _____
_____

#3 **Employer Name:** _____
Employer Address: _____
Title of Position you Held: _____
Starting Date: _____
Salary or hourly rate: _____
Ending Date: _____
Average Hours per week: _____
Reasons for leaving: _____
Name and title of immediate supervisor: _____
Description of duties and responsibilities:
_____

If more than three previous employers, list others below. Include the following for each employer:

From / To Company Name & Address Position Held Salary Reason For Leaving

_____
_____
_____

11. OTHER SPECIALIZED QUALIFICATIONS AND SKILLS:

List qualifications and skills you possess such as active technical/professional licenses and numbers, academic or professional awards.

_____
_____
_____
_____
_____

12. MILITARY SERVICE:

Have you ever served in the Armed Forces of the United States or National Guard? Yes ◯ No ◯
If yes, complete the following:

Branch of Service: _____

Active Duty: From _____To _____

Rank upon Separation or Discharge: _____

ADDITIONAL INFORMATION - PLEASE INCLUDE ADDITIONAL SHEETS OF PAPER IF FURTHER EXPLANATION IS NEEDED

Have you ever been employed by the City of Traverse City? Yes ◯ No ◯
If yes, when? What Department? _____

List any relatives working here and their relationship to you. Include employee name and the department they are assigned.

_____
_____

Have you ever been convicted of any violation of law other than traffic offenses? Yes ◯ No ◯
If yes, include where, when (date) and nature of offense(s):

_____
_____

Do you have a valid driver's license? Yes ◯ No ◯
License Number and State Issued: _____
Have you had your driver's license suspended or accumulated more than four points? Yes ◯ No ◯
If yes, where, when and nature of offense(s):

_____
_____

Have you tested positive, or refused a test within the past two years on any DOT preemployment drug and/or alcohol test administered by a DOT-covered employer? Yes ◯ No ◯
If yes, where, when and nature of offense(s):

_____
_____

Can you perform the essential duties of the job in which you wish to be employed, with or without accommodation? Yes ◯ No ◯ If no, will you need a reasonable accommodation during the application process or on the job?

_____
_____

Have you ever been dismissed from any position? Yes ◯ No ◯
If answer is yes, give complete details.

_____
_____

Have you ever been forced to resign from any position? Yes ◯ No ◯
If answer is yes, give complete details.

_____
_____

STATE ANY ADDITIONAL INFORMATION THAT YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION.

_____

_____

_____

EMPLOYMENT REFERENCES:

_____

NAME ADDRESS PHONE NUMBER

_____

NAME ADDRESS PHONE NUMBER

_____

NAME ADDRESS PHONE NUMBER

PLEASE INCLUDE COPIES OF THE FOLLOWING DOCUMENTS WHEN YOU RETURN YOUR COMPLETED CANDIDATE SELECTION PACKET FOR THE FIREFIGHTER POSITION:

1. Completed Firefighter Candidate Information Packet..... ☐
2. Copy of Driver's License ..... ☐
3. Copy of Birth Certificate ..... ☐
4. High School or GED Transcripts (if available)..... ☐
5. College Transcripts (if applicable) ..... ☐
6. Training Academy Transcripts ..... ☐
7. Firefighter II (or equivalent) Certification*..... ☐
8. Copy of Paramedic License (if applicable)**..... ☐
9. Copy of CPR Card ..... ☐

Candidates that are currently enrolled and attending a recognized Fire Academy, Paramedic Program are eligible to apply. Applicants may still apply without High School/GED transcripts. If selected for a conditional offer of employment, official verification of transcripts will be required prior to hire.

- Firefighter II (or equivalent) is required at time of hire.
- Paramedic License is required at time of hire.

AUTHORIZATION AND UNDERSTANDING: Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application is true and complete. I authorize you to verify any of the information concerning my employment or education with the appropriate individuals, companies, institutions, or agencies, and I authorize them to release such information as you require, including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I also authorize you to release any information requested by any of my prospective or subsequent employers, including disciplinary employment records. I specifically waive any rights to be notified under Section 6(3)(a) of the Michigan Bullard-Plawecki Act of the release of personnel file information by prior employers and of the release of personnel file information to prospective employers by the City of Traverse City. I hereby release you and them from any liability whatsoever as a result of any such inquiries and disclosures. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment.

If applying for a position with the City of Traverse City, I understand I may be subject to a full background investigation, including fingerprint checks, a review of police and arrest records, and a review of any criminal conviction history. If applying for a position which involves working with children, I understand that I am subject to a background investigation that will include a review of any criminal conviction history.

I agree that any action or suit against the City arising out of my employment or termination of employment, including but not limited to claims arising under State or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary. I further agree that if I should bring any action or claim arising out of my employment against the City in which the City prevails, I will pay to the City any and all costs incurred by the City in defense of said claims or actions, including attorney fees. I further agree that my employment is conditional until such time as the results of my post-offer employment physical and drug test are known. **Candidate's Signature: _____ Date:_____**

FOR BARGAINING UNIT POSITION APPLICANTS: I understand that conditions of my employment will be in accordance with the applicable collective bargaining unit agreement with the City of Traverse City. Membership in the Association is not compulsory. Employees covered under this agreement have the right to join, not join, maintain, or drop their membership in the Association. This provision shall be governed by State Law.

I agree that I shall be bound by the rules, policies, regulations, and terms of employment of the City as they are from time to time changed, and no additional obligations can be imposed on the City except those which have been acknowledged in writing by the City Manager. I further understand that the Michigan Handicappers' Civil Rights Act, MCL 37.1101, et seq, requires employers to make accommodations to handicapped applicants and employees where the accommodation does not impose an undue hardship on the employer. Handicapped employees and applicants may request an accommodation of their handicap by notifying the City in writing of the need for accommodation within

182 days of the date the handicapper knows or should know that an accommodation is needed. Under the Act, failure to properly notify the City will preclude any claim that the employer failed to accommodate the handicapper.

Candidate's Signature: _____ Date:_____

EQUAL OPPORTUNITY EMPLOYER: The City of Traverse City considers applicants for all positions without regard to race, religion, sex, national origin, age, marital status, handicap, or any other legally protected status. **Candidate's Signature: _____ Date: _____**

NOTE: Please ensure every line is completed. If the question does not apply, write N/A. Do not leave the space blank or refer to your resume. Fill out every section and sign above Applicants are responsible for completing the application. Failure to do so may result in it being withdrawn from the process.

Candidate's Printed Name: _____

Candidate's Signature: _____ Date:_____

Please return your completed Candidate Information Packet to citypers@traversecitymi.gov