



# CITY of TRENTON

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2800 Third Street  
Trenton, Michigan 48183

## **Fire Fighter**

The City of Trenton is accepting applications for full-time Fire Fighters. Requirements at time of hire include Fire Fighter 1, Fire Fighter 2, and Paramedic. Applicants must also meet all City employment standards, including a clean driving record. Selected candidates must successfully complete a thorough background investigation, oral interviews, physical exam including drug screen, and psychological evaluation. Candidates must also pass an approved physical agility test.

Applications are available in the Human Resources Office, 2<sup>nd</sup> Floor, Trenton City Hall, 2800 Third Street at West Road, Trenton, Michigan, from 8:30 a.m. to 5:00 p.m., Monday through Friday, or on the City's website at [www.trentonmi.org](http://www.trentonmi.org), under the Human Resources tab. Completed applications and all supporting documentation should be returned to the Human Resources Office in person, via U.S. Mail, or by scanning to a pdf and emailing as an attachment to [schurch@trenton-mi.com](mailto:schurch@trenton-mi.com).

Equal Opportunity Employer.



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## APPLICATION FOR FIRE FIGHTER

*Please follow these detailed instructions closely. Failure to fully complete and/or submit all the required documents may exclude you from consideration in the selection process. All documents must be returned with your application to the Human Resources Office, 2<sup>nd</sup> floor of Trenton City Hall, 2800 Third Street, Trenton, MI 48183.*

1. Please complete the attached Application for Fire Fighter in your own handwriting. Print clearly with a blue or black ink pen.
2. Please sign and date the Essential Job Functions of a Fire Fighter, and Release and Authorization to Release Information.
3. In your own handwriting, please provide a statement (no longer than one page) explaining why you wish to be a fire fighter for the City of Trenton.
4. Please submit **copies** of the following documents:
  - a. Current State of Michigan Paramedic license, or other EMT license if not fully licensed as a paramedic.
  - b. Certificates of Training for Fire Fighter 1 and Fire Fighter 2.
  - c. Résumé or other detailed listing of complete employment history.
  - d. Complete listing or summary of all related certifications, licenses and specialized training.

If your application and supporting documents meet the City's criteria, you may be requested to submit the following information at a later date:

1. High school diploma or equivalent, including a transcript.
2. College transcript and diploma (if applicable).
3. DD 214 and other military documents (if applicable).
4. Credit check document.

# APPLICATION FOR FIRE FIGHTER - 2016

## CITY OF TRENTON

The City of Trenton is an Equal Opportunity Employer and shall not discriminate in the hiring, promotion, discharge, pay, fringe benefits, or other aspects of employment on the basis of race, color, religion, sex, marital status, or national origin. In accord with the Americans with Disabilities Act of 1990, reasonable accommodations will be made to enable qualified individuals with disabilities to perform essential job functions. Requests for reasonable accommodations or assistance with the application and selection process should be addressed to the Human Resources Office located in City Hall, or by telephone at (734) 675-8585.

Name Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Last Previous Address Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

# of years at current address \_\_\_\_\_ # of years at last previous address \_\_\_\_\_

Telephone Home ( \_\_\_\_\_ ) \_\_\_\_\_ Other ( \_\_\_\_\_ ) \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Have you applied previously for employment with the City of Trenton? \_\_\_\_\_

Have you worked for us previously? \_\_\_\_\_ Do you have any relatives currently working for us? \_\_\_\_\_

If yes, list name(s) and relationship \_\_\_\_\_

Have you applied and/or interviewed with other Fire Departments? (If yes, please list) \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_

(If hired, you will be required to provide proof of citizenship as required by law.)

Have you been convicted of a felony or released from prison within the last 7 years? \_\_\_\_\_

(If yes, please explain in detail in an attached, written statement.)

Military Service: Are you a veteran of the U.S. Armed Forces? \_\_\_\_\_ Branch \_\_\_\_\_

Dates of duty: from \_\_\_\_\_ to \_\_\_\_\_ Rank at discharge \_\_\_\_\_

### EDUCATION

	Name and Address	Course of Study	# of Years, or Credit Hours Completed	Type of Diploma, or Degree Received
High School				
College				
Other (Please Specify)				

Please indicate your current certification and licensure levels (check all that apply):

Fire Fighter 1 \_\_\_\_\_ Fire Fighter 2 \_\_\_\_\_ EMT Specialist \_\_\_\_\_ Paramedic \_\_\_\_\_

If you are not currently certified and licensed as FF1, FF2 and Paramedic, please indicate the date upon which you expect to become fully licensed and certified: \_\_\_\_\_

**EMPLOYMENT EXPERIENCE (List Most Recent Employer First)**

DATES EMPLOYED		EMPLOYER
From	To	ADDRESS
		TELEPHONE (      )                      SUPERVISOR (Name and Title)
HOURLY RATE/SALARY		WORK PERFORMED
Starting	Final	
		REASON FOR LEAVING

DATES EMPLOYED		EMPLOYER
From	To	ADDRESS
		TELEPHONE (      )                      SUPERVISOR (Name and Title)
HOURLY RATE/SALARY		WORK PERFORMED
Starting	Final	
		REASON FOR LEAVING

DATES EMPLOYED		EMPLOYER
From	To	ADDRESS
		TELEPHONE (      )                      SUPERVISOR (Name and Title)
HOURLY RATE/SALARY		WORK PERFORMED
Starting	Final	
		REASON FOR LEAVING

May we contact the employers listed above? \_\_\_\_\_

**PERSONAL REFERENCES (Exclude Employers & Relatives)**

NAME	TELEPHONE (      )
ADDRESS	

NAME	TELEPHONE (      )
ADDRESS	

NAME	TELEPHONE (      )
ADDRESS	

I certify that answers given herein are true, complete and correct to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that any false or misleading information given in my application or interview(s) may result in termination of further consideration or discharge, in the event of employment.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_



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## **ESSENTIAL JOB FUNCTIONS** **FIRE FIGHTER**

1. Operate both as a member of a team and independently at incidents of uncertain duration.
2. Spend extensive time outside exposed to the elements.
3. Tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400° F), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
4. Experience frequent transition from hot to cold and from humid to dry atmospheres.
5. Work in wet, icy, or muddy areas.
6. Perform a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.
7. Work in areas where sustaining traumatic or thermal injuries are possible.
8. Face exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids carbon monoxide, or organic solvents either through inhalation or skin contact.
9. Face exposure to infectious agents such as hepatitis B or HIV.
10. Wear personal protective equipment that weighs approximately 50 pounds while performing fire-fighting tasks.
11. Perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches of water column resistance to exhalation at a flow of 40 liters per minute.
12. Perform complex tasks during life-threatening emergencies.
13. Work for long periods of time, requiring sustained physical activity and intense concentration.
14. Face life or death decisions during emergency conditions.
15. Be exposed to grotesque sights and smells associated with major trauma and burn victims.

(over)

**ESSENTIAL JOB FUNCTIONS**  
**FIRE FIGHTER (continued)**

16. Make rapid transitions from rest to near maximal exertion without warm-up periods.
17. Operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.
18. Use manual and power tools in the performance of duties.
19. Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of the operation.

I hereby acknowledge that I have received, read and understand the essential job functions of a Fire Fighter as set forth above.

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Signature

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Date



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## RELEASE AND AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

I hereby authorize the City of Trenton, Michigan, Fire and/or Police Chief or their designee bearing this Release, or true copy thereof, within one year of its date, to obtain any information from the recipient of this document (Recipient), pertaining to my employment, military, credit or educational records including, but not limited to, academic, achievement, attendance, athletic, personal and disciplinary records, medical records and credit records. I hereby direct Recipient to release such information upon request of the bearer. This authorization is executed with full knowledge and understanding that the information is for official use of the Trenton Fire Department and/or Trenton Police Department. Consent is granted for the Trenton Fire Department and/or the Trenton Police Department to furnish such information, as described above, to third parties in the course of fulfilling its official responsibilities.

Further, I, on behalf of myself, heirs, administrators, executors, successors, and assigns, do hereby release, indemnify, and hold harmless the Recipient and the City of Trenton, its officers, elected officials, employees, agents and representatives, as custodians of such information and records; any school, college, university or other educational institution, hospital or other repository of medical records, credit bureau, lending institution, consumer reporting agency or retail business establishment, including officers, employees, or related personnel supplying such information, both individually and collectively, from and against, any and all claims, causes of action, suits, demands, losses, costs, charges or expenses (including attorney fees), judgments, or executions, of any kind whatsoever, arising out of the release of use of this information in the course of fulfilling official responsibilities in connection with consideration of my application and employment.

Should there be any question as to the scope of this Release, Recipient may contact me as indicated below.

I further acknowledge that I have read this Release and Authorization in its entirety, that I fully understand the terms and conditions incorporated herein, that I have had every opportunity to consult with advisors of my own selection in deciding to execute the Release and Authorization, and that I have freely and voluntarily elected to enter into this Release.

I further understand that a copy of this Release and Authorization with my original signature will be retained in the Human Resources Office of the City of Trenton, and copies made only for the purposes stated herein.

\_\_\_\_\_  
Full Name (printed)

\_\_\_\_\_  
Full Name (signature)

\_\_\_\_\_  
Date

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (       ) \_\_\_\_\_