



Kimball Township Fire Department

1970 N. Allen Rd. Kimball, MI 48074

(810) 982-9461 Fax (810) 982-5244

PRE-EMPLOYMENT INFORMATION AND APPLICATION

Thank you for your interest in joining the Kimball Township Fire Department. Your decision to join the Fire and Emergency Medical Services field is the first step in what we hope will be an enjoyable and challenging career. The Kimball Township Fire Department hires paid on-call firefighters who may also staff shifts once you have graduated from a state-approved fire academy and have earned a medical license. Now that you have made the decision to join a brotherhood/sisterhood of men and women who serve their communities, friends, and neighbors as a firefighter please complete the attached job application in full and drop it off at our Station One/Administrative Office.

Once we receive your completed application we will review and if you meet the minimum qualifications, we will contact you for an interview. After the job interview, we will review the results and schedule you for a physical agility test and obtain approval to hire from the Kimball Township Board of Trustees. Once approval from the Township Board has been obtained you will undergo a physical and your background check will be completed.

As a firefighter, or emergency medical services provider at the Kimball Township Fire Department you will respond to a wide variety of emergency and non-emergency incidents. If you are seeking employment as a communications officer, you will be tasked with managing the communications with our incident commanders, central dispatch authority, utility companies, and mutual-aid departments.

We look forward you meeting you, learning about you and your goals, and seeing you learn the skills needed to make you an excellent member of the Kimball Township Fire Department.

Please feel free to contact the at (810) 982-9461 or stop by Station One/Administrative Office at 1970 Allen Road in Kimball, MI if you have any questions.

Sincerely,
Edmund Gratz
Fire Chief
Kimball Township Fire Department



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Requirements for Employment as a Paid On-Call Firefighter/EMS provider/Communications personnel

To apply you must:

1. Be at least 18 years of age.
2. Have a high school diploma or GED
3. Have a valid Michigan driver's license.
4. No felony convictions

The following must be completed in order before employment begins:

1. Complete the attached job application.
2. Meet with the Interview Board.
3. Pass a Criminal and Driving Background Check.
4. Pass a physical ability test.
5. Be approved by the Fire Administration Board/Kimball Township Board of Trustees
6. Complete and pass a physical.

The following must be completed after employment begins.

1. Work with the various Field Training Officers to learn basic fireground skills as outlined in the department's Blue Book orientation manual.
2. Maintain required attendance at incidents, training, work details, and meetings.
3. Complete a department-paid and state-approved Fire Academy (firefighter only)
4. Complete a department-paid Medical First Responder licensing program. (EMS and firefighter)



Kimball Township Fire Department Application for Employment

(Pre-Employment Questionnaire) (The Department Is An Equal Opportunity Employer)

Today's Date:	
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PERSONAL INFORMATION:

Name: (first, middle, last)	
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Address:	
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Phone Number:		Email Address:	
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Are you 18 years or older?	Yes		No	
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Are you prevented from lawfully becoming employed in the United State because of VISA or immigration status?	Yes		No	
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EMPLOYMENT DESIRED

Position:		Date You Can Start:	
Are you currently employed?	Yes	No	If so, may we inquire of your present employer? Yes No

Have you ever applied to Kimball Township Fire Department?	Yes		No		When	
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Referred By:	
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EDUCATION:	NAME AND LOCATION OF SCHOOL	# of Years Attended	Did you graduate?	Subjects Studied
High School				
College				
Trade, Business, Graduate School				

GENERAL

Subjects of special study or research work:

Have you worked on a fire department or for an Emergency Medical Services provider? If so, how long? Where? When?

Special skills including Fire and EMS training/certifications:

Activities: (Civic, Athletic, etc.) Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color, or nation of origin of its members.

U.S. Military Service:		Rank:		Present Membership in National Guard/Reserves:	
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YOUR FORMER EMPLOYERS (List below last three employers, starting with the most recent employer first.)				
Date Month and Year	Name and Address of Employer	Supervisor	Position	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				

REFERENCES (Give the names of three persons not related to you, whom you have known at least one year.)			
Name	Phone Number	Organization	Years Acquainted
1			
2			
3			

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed may be terminated at any time.

In consideration of my employment, I agree to conform to the Fire Department's rules and regulations and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the Fire Department's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the Fire Department. I understand that no Fire Department representative, other than it's Fire Chief, and then only when in writing and signed by the Fire Chief, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

Date: _____ Signature: _____

DO NOT WRITE BELOW THIS LINE				
Interviewed by:				
Date:				
Remarks:				
Ability:				
Hired:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Position:				
Start Date:				
Applications are maintained on file for one year.				