

TOWN OF COLLIERVILLE EMPLOYMENT APPLICATION



THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY DRUG FREE WORKPLACE EMPLOYER

Overview of the hiring and employment process: This application is but one part of the hiring and employment process. Other parts may include an interview, an employment examination or test, and a demonstration of an ability to perform the essential functions of the job. If you need an **accommodation** in order to complete the application or any part of the hiring and employment process, please call the following number: **901-457-2290**. Prior to completing this application, be sure to read the **JOB DESCRIPTION** of the position for which you are applying.

As you complete the application, please bear in mind the following: if an item does not apply to you, write N/A; we reserve the right to check all information for accuracy and completeness; all applications for employment are a matter of public record. Any misstatements or omissions of material fact herein may cause any offer of employment made by the Town of Collierville to be withdrawn or employment with the Town of Collierville terminated. **Failure to fully complete this application in a legible manner may result in immediate rejection.**

This application will be considered active only until the position for which it has been submitted has been filled. Any applicant wishing to be considered for employment other than the position applied for should inquire as to when applications are being accepted and reapply. A completed and signed pre-employment background investigation consent form **must** be submitted with your application.

GENERAL INFORMATION

Date: _____ Job Number (see job advertisement): 1. _____ 2. _____

Position Desired 1. _____ 2. _____

Are you applying for: _____ Full Time _____ Part Time _____ Seasonal

If Part Time, what days/hours are you available: _____

Have you applied with the Town of Collierville before? (Circle) Yes No

Have you been employed by the Town of Collierville before? (Circle) Yes No

IF YES, please complete the following: Length of Service: _____

Position held: _____ Department: _____

PERSONAL INFORMATION

Your Name: _____
Last First Middle

Phone Numbers: Home _____ Cell: _____ Business: _____

Address: _____
Number Street

City State Zip Code

Email Address: _____

PERSONAL INFORMATION (cont.)

Do you have a legal right to work in the U.S.? (Circle) Yes No

Are you over the age of 18? (Circle) Yes No

Are you related to any town official or employee? Yes _____ No _____ If yes, please state name, department and relationship: _____

Do you possess a valid driver's license? Yes _____ No _____ CDL? Yes _____ No _____

For what state? _____ Expiration Date: _____ Class: _____

Have you read the job description for the position(s) you are applying? Yes _____ No _____

Can you perform the essential functions of this/these position(s)? Yes _____ No _____

List any job related special qualifications and skills (licenses, certifications, skills with machines, etc.):

List computer software programs and number of years' experience: _____

How did you find out about this position? Please select all that apply:

TOC HR Department _____ TOC Employee (please specify) _____

Website (please specify) _____ Newspaper (please specify) _____

Career Fair (please specify) _____ Other _____

YOUR EDUCATION AND TRAINING

Circle highest grade completed:

HIGH SCHOOL	COLLEGE	GRADUATE SCHOOL
1 2 3 4	1 2 3 4	1 2 3 4

SCHOOLS	NAME & ADDRESS OF SCHOOL	CHECK IF GRAD	DEGREE OBTAINED	S/Q HRS	MAJOR COURSE WORK
HIGH SCHOOL/ GED					
COLLEGE OR UNIVERSITY					
GRADUATE SCHOOL					
VOCATIONAL/ BUSINESS					
MILITARY SCHOOLS					
OTHER STUDIES/SPECIAL TRAINING					

EXPERIENCE

A RESUME OF YOUR EMPLOYMENT RECORD WILL NOT BE ACCEPTED IN PLACE OF THE REQUESTED EMPLOYMENT INFORMATION

Starting with your current or last job, list your last three (3) employers since age 18. If your last three (3) employers do not cover a period of ten (10) years, list previous employers, including self-employment, military service and volunteer work, **to account for ten (10) years of employment.** Use an additional sheet, if necessary. Account for all periods of unemployment, but if you were unemployed because of medical reasons do not give any specific information, just state "medical." A resume may be included as a supplement to the application.

PRESENT OR LAST EMPLOYER

Street Address, City, State _____

Phone Number _____ Starting Date _____ Ending Date _____

Starting Salary _____ Ending Salary _____ Hours/Week _____

Supervisor's Name and Title _____

Your Job Title _____ May we contact this employer? Yes _____ No _____

Brief description of job duties: _____

Reason(s) for leaving: _____

NEXT PREVIOUS EMPLOYER

Street Address, City, State _____

Phone Number _____ Starting Date _____ Ending Date _____

Starting Salary _____ Ending Salary _____ Hours/Week _____

Supervisor's Name and Title _____

Your Job Title _____ May we contact this employer? Yes _____ No _____

Brief description of job duties: _____

Reason(s) for leaving: _____

NEXT PREVIOUS EMPLOYER

Street Address, City, State _____

Phone Number _____ Starting Date _____ Ending Date _____

Starting Salary _____ Ending Salary _____ Hours/Week _____

Supervisor's Name and Title _____

Your Job Title _____ May we contact this employer? Yes _____ No _____

Brief description of job duties: _____

Reason(s) for leaving: _____

REFERENCES

Please list three responsible persons (*other than relatives or former employers*) who have knowledge of your qualifications for employment.

Name	Address	Phone Number	Years Known

READ THE FOLLOWING STATEMENT BEFORE SIGNING YOUR APPLICATION:

I hereby certify that all statements made on this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts herein may cause an offer of employment made by the Town of Collierville to be withdrawn or my employment with the Town of Collierville terminated. I further understand that all information provided herein is public record and is subject to review upon request.

I authorize the Town of Collierville to conduct a thorough investigation of my references and past employment and to conduct background checks consisting of the following: credit, criminal and driver's license, and any other job related certifications. I understand that if an offer of employment is made to me, I may be required to submit to a physical examination and a review of my medical history. Accordingly, I authorize these parties having knowledge of my past (including financial and credit records) to cooperate in this procedure by releasing information as requested. I respectfully request that former employers furnish the necessary information concerning my employment with their organization and I hereby release them from any and all liability for damages for providing information requested.

I do acknowledge and accept that under Tennessee law, any information with the exception of medical, will become public record upon receipt by the Town of Collierville. I hereby waive any rights or claims I may have, whether presently fully developed or not, against the Town of Collierville or its agents or employees, arising out of, or resulting from the release, authorized or unauthorized, of the information received pursuant to or in connection with the Town of Collierville's handling, processing, investigation, etc. of my application for employment with the Town of Collierville.

If I am hired, I agree to conform to the rules and regulations of the Town of Collierville set forth in the Town of Collierville's personnel policies and procedures and acknowledge that these rules and regulations may be changed by the Town of Collierville at any time, at the Town of Collierville's sole option and without any prior notice to me. I acknowledge that if I am employed, my employment will be at will and may be terminated with or without cause at any time by me or by the Town of Collierville. I agree to conform to the Town of Collierville's drug-free workplace policy and agree to submit to drug tests as required by the Town of Collierville.

Applicant's Signature _____ Date _____

APPLICATIONS MUST BE SIGNED AND DATED.

UNSIGNED APPLICATIONS WILL RESULT IN IMMEDIATE REJECTION.

TOWN OF COLLIERVILLE
Human Resources
500 Poplar View Parkway
Collierville, TN 38017



NOTICE TO APPLICANTS
Screening tests for illegal drug
use may be required as a
condition of employment.

TOWN OF COLLIERVILLE
500 Poplar View Parkway, Collierville, Tennessee 38017
Phone: (901) 457-2290 · Fax: (901) 457-2295

PRE-EMPLOYMENT BACKGROUND INVESTIGATION CONSENT FORM

The undersigned, referred to as "Applicant", hereby authorizes the Town of Collierville either directly or through its agent to investigate Applicant's background. This may include information as to character, financial responsibility, criminal and/or civil records. Records from public and private sources may be reviewed concerning criminal history, civil court cases, credit history and references. Applicant acknowledges that a fax or photographic copy shall be as valid as the original. Applicant further understands that a complete disclosure of the nature and scope of this investigation may be obtained by a written request received with ninety (90) days.

This information below is required to obtain requested records and must be completed by all Applicants. The Town of Collierville requests this information for the sole purpose of facilitating the investigation of Applicant. Certain information provided herein by Applicant will not be considered or used by the Town of Collierville in determining whether Applicant will be accepted as an employee. This information is denoted by an asterisk (*). Please **PRINT CLEARLY** all information below.

Last Name	First Name	Middle Name
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Other Names Used

Current Address	City/State/Zip	How Long?
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Previous Address	City/State/Zip	How Long?
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Date of Birth (required) *	Social Security Number (required)	F/M
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Driver's License Number	Issuing State	Expiration
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I hereby authorize, without reservation, any law enforcement agency, company, institution, credit bureau, or references contacted by the Town of Collierville or its agents, to furnish the information described above.

Applicant's Signature _____ Date _____



COLLIERVILLE FIRE & RESCUE

MINIMUM ENTRY REQUIREMENTS

AGE	Must be 21 years of age (at job closing date)
BACKGROUND CHECK	Shall sign a release authorizing a thorough background investigation check and full disclosure of records, which may include motor vehicle records, employment, criminal and civil, medical, credit, personal, education and references.
CITIZENSHIP	U.S. (birth or naturalized) – Ability to read and write the English language.
CRIMINAL	No felony convictions; No class A or B misdemeanors within twenty-four months; No criminal charges pending.
DRIVING	Valid drivers license, as required by State residency
DRUG/ALCOHOL	Must be free from the use of any controlled substance or the excessive use of alcohol. Must successfully pass a drug and alcohol screen.
EDUCATION	Possess a High School Diploma or equivalent
EMPLOYMENT	Must have a very good employment record.
HEALTH	Must be physically and emotionally sound, and free from any condition, which might adversely affect the performance of firefighting duty. Must successfully pass an extensive medical and psychological examination based on NFPA 1582 Standards.
HEARING	Have no hearing deficiency greater than 30db average over frequencies 500, 1000, 2000, 3000; or no hearing deficiency greater than 25dB in three of the frequencies
MILITARY	If you served in the military, you must have received an honorable discharge.
PHYSICAL ABILITY	Must be able to pass a physical ability assessment. You will be tested in several aspects of physical ability such as agility, strength, coordination, balance and stamina. You will be required to perform essential job-related functions/tasks such as handling ground ladders and climbing an aerial ladder, climbing through and/or across rafters, advancing and dragging a charged hose line, lifting and operating rescue tools, etc. These tasks will be performed while wearing firefighter's protective gear, weighting \pm 50lbs.
RESIDENCY	Must legally reside within Shelby County or a response area of no greater than thirty (30) miles from the Town of Collierville
VISION	Normal color and depth perception; Vision of 20/40, 20/100 correctable to 20/20, 20/40.
LICENSE/CERTIFICATION	Copies of your current certifications/licenses must accompany your application.
ELIGIBILITY LIST	Please be advised an eligibility list will be formulated, and maintained, by the Collierville Fire Department from the qualified applicants received during this process for future position openings (limited period of time).

TOWN OF COLLIERVILLE, TENNESSEE CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: FIREFIGHTER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform entry level firefighting and basic level emergency medical assistance work in combating, extinguishing, and preventing fires, and in responding to medical emergencies that is designed to help the Town's Fire Department respond effectively to fires, medical emergencies, natural disasters, and man-made emergency situations.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Responds to requests for emergency medical assistance in a rescue/pumper or other emergency vehicle; helps provide on-site care to victim(s) of accidents, heart attacks, strokes, and other traumatic cases; trains in applying emergency medical skills to administer basic emergency life support assistance.

Responds to alarms of fire or other non-medical emergencies, such as hazardous material calls, with a rescue/pumper or ladder company; dons self contained breathing apparatus and protective fire gear before entering areas deemed dangerous to life and health; lays and connects hose; holds nozzles and directs fire streams, chemical and/or water streams at fire/blaze; raises and climbs ladders; uses chemical extinguisher, tools and appliances, hose lines, and related equipment; participates in hydrant, hose and equipment testing, inspection and maintenance.

Removes person(s) from danger; helps extricate victim(s) from vehicle accidents; administers emergency medical assistance to victim(s) or injured person(s); prepares victim(s) for transport to a hospital; provides direct hand-on support to paramedics; performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.

Participates in fire drills and attends classes in firefighting, hazardous materials, fire containment methods and techniques, handling of emergencies, fire inspection methods and standards and related subjects; required to train and maintain established levels of proficiency in pre-hospital emergency care, hazardous materials, technical rescue and firefighting, and attain certifications as mandated by local, state, and federal agencies.

Applies training received to developing good judgment, effectiveness, and efficiency in firefighting methods, emergency medical services, fire prevention practices, salvage operations, public relations, physical fitness and associated topics.

Prepares or completes various forms, reports, correspondence, logs, checklists, case files, investigative reports, supplemental reports, inventory records, vehicle maintenance requests, work injury reports, vacation/leave requests, or other documents.

Receives various forms, reports, correspondence, investigative reports, supplemental reports, internal/external fire agency reports, photographs, laboratory reports, medical examiner reports, medical records, laws, codes, ordinances, policies, procedures, maps, diagrams, bulletins, manuals, reference materials, material safety data sheets, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, database, e-mail, Internet, or other computer programs.

Maintains records, logs, and files of work activities: maintains current manuals, policies/procedures, bulletins, map books, and other materials for reference and/or review.

Communicates in person, via telephone, and/or via two-way radio: provides information and assistance; responds to requests for service or assistance; communicates effectively and coherently over fire and law enforcement radio channels while initiating and responding to radio communications.

Communicates with supervisors, officers, employees, dispatchers, other divisions/departments, law enforcement agencies, fire personnel, emergency/medical personnel, the public, the media, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems.

Attends shift meetings, training sessions, and seminars as required to remain knowledgeable of departmental operations/activities, to promote improved job performance, and to stay current with changing policies, procedures, and codes; participates in physical fitness training and continuing education activities; reads professional literature; maintains professional affiliations.

Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks.

Attends work on a continuous and regular basis.

ADDITIONAL FUNCTIONS

May drive apparatus; may operate pumps, aerial ladders or auxiliary equipment.

Assists in making residential, commercial, and industrial inspections to discover and eliminate potential fire hazards.

Assists in educating the general public and business owners and their employees in proper fire prevention methods and procedures.

Assists paramedics in decontaminating and restocking medical supplies after completion of EMS calls.

Assists in maintaining the cleanliness of firehouse facilities, fire grounds, fire apparatus and equipment.

May attend Board of Mayor and Alderman meetings and other relevant government and business meetings, where appropriate, outside regular business hours.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Requires a High School diploma or GED with course concentration in the physical sciences or industrial arts; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license. Must possess a valid Emergency Medical Technician license with IV endorsement (up to December 31, 2016) or Advanced EMT license as outlined in the rules and regulations by the Tennessee Department of Health and Environment and maintain license throughout employment. Must possess a Firefighter I certification, as outlined in the rules and regulations by the Tennessee Commission on Firefighter Standards and Education. Education and/or training cannot be substituted for the required years of experience. Must be 21 years of age at time of hire.

SPECIAL REQUISITES

Incumbents must satisfactorily complete a one (1) year probationary period. Incumbents must establish and maintain their actual bona fide residence within a distance no greater than thirty (30) miles from a firehouse within the Town's corporate limits. If qualified, a Firefighter may ride out-of-rank in the Driver's position and perform such duties and responsibilities. Applicants must not have been convicted of a felony or any misdemeanor that involved force, liquor, or drug laws. Applicants who have military service must possess an "Honorable" discharge.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships. Thorough knowledge of municipal, state, and Federal laws, ordinances, and codes.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility. Requires the ability to establish and maintain effective working relationships with other Town employees, subordinates, representatives of cooperating agencies, and the citizenry.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments. May require the use of heavy power tools including the Jaws of Life in the most severe outdoor weather conditions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information. Requires the ability to express oneself clearly and concisely, both orally and in writing.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of heavy objects and materials (exceeding 50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally. The level of risk involved in entering burning buildings, in working in and around serious traffic accidents or hazardous chemical spills is such that it requires very close attention to detail to prevent accidents or injuries.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, violence, animal/wildlife attacks, animal/human bites, explosives, firearms, or rude/irate customers.

APPROVALS

James Lewellen, Town Administrator

Fire Chief

Jay Jeffries, Director Human Resources

The Town of Collierville, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.