

# 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or omissions of material fact herein may cause any offer of employment made by the Town of Collierville to be withdrawn or employment with the Town of Collierville terminated.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 \_\_\_\_\_ 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 \_\_\_\_\_ 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 \_\_\_\_\_ 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

**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

## BACKGROUND INVESTIGATION CONSENT FORM

I, the undersigned, hereby authorize the Town of Collierville, either directly or through its agent, to investigate my background for employment purposes, both at the time I apply for employment and during my employment if hired. This may include information as to character, financial responsibility, or relevant information from criminal and/or civil records. Records from public and private sources may be reviewed concerning criminal history, civil court cases, driving record, credit history and references. By signing below, I also consent to regular checks of my driving record during employment if my job involves the driving of a Town vehicle. I acknowledge that a fax or photographic copy of this form shall be as valid as the original. I further understand that a complete disclosure of the nature and scope of this investigation may be obtained by a written request received within ninety (90) days.

I understand that my consent to this background check is required for consideration for employment with the Town of Collierville and for my further employment if currently employed. I further understand that information provided herein denoted by an asterisk (\*) will not be considered or used by the Town of Collierville in any hiring decision. Please PRINT CLEARLY all information below.

_____	_____	_____
Last Name	First Name	Middle Name
_____		
Other Names Used		
_____		
Current Address	City/State/Zip	How Long?
_____		
Previous Address	City/State/Zip	How Long?
_____		
Date of Birth (required)*	Social Security Number (required)	F/M
_____		
Driver's License Number	Issuing State	Expiration
_____		

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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# COLLIERVILLE FIRE & RESCUE

## 2018 MINIMUM ENTRY REQUIREMENTS

### FIRE SAFETY INSPECTOR

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<b>AGE</b>	Must be 21 years of age at time of hire
<b>BACKGROUND CHECK</b>	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.
<b>CITIZENSHIP</b>	U.S. (birth or naturalized) – Ability to read and write the English language.
<b>CRIMINAL</b>	No felony convictions; Must not have been convicted of a Class A or Class B misdemeanor within 36 months of hire; No criminal charges pending.
<b>DRIVING</b>	Valid drivers license, as required by State residency
<b>DRUG/ALCOHOL</b>	Shall be free from the use of any controlled substance or the excessive use of alcohol. Must successfully pass the Town of Collierville pre-employment verification and the State of Tennessee Paramedic requirements
<b>QUALIFICATIONS</b>	Requires an Associate's degree with course concentration in Fire Science technology or a closely related field; supplemented by 4 years full time experience in fire service work; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.
<b>SPECIAL REQUISITES:</b>	Must achieve a Fire Inspector certification issued by the State of Tennessee, Department of Commerce and Insurance, Division of Fire Prevention within 1 year of employment, as defined in TCA 68-120-113.
<b>EMPLOYMENT</b>	Shall have a very good employment record.
<b>HEALTH</b>	Shall be physically and emotionally sound, and free from any condition, which might adversely affect the performance of inspection duty. Shall successfully pass an extensive medical and psychological examination.
<b>HEARING</b>	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
<b>MILITARY</b>	Veterans must possess an 'Honorable' discharge from any Military Service
<b>PHYSICAL ABILITY</b>	Shall 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. Must be mobile and capable of lifting/carrying objects/materials over 50lbs.
<b>RESIDENCY</b>	Must establish and maintain their actual bona fide residence east of the Mississippi River within a distance no greater than thirty (30) miles from the Town's corporate limits
<b>VISION</b>	Normal color and depth perception; Vision of 20/40, 20/100 correctable to 20/20, 20/40.
<b>LICENSE/CERTIFICATION</b>	Copies of your current certifications/licenses SHALL accompany your application.
<b>PROBATION</b>	Must satisfactory complete a one year probationary period.
<b>TATOOS</b>	No visible tattoos on face, neck, head, hands and arms (not seen with approved short sleeve uniform shirt)

## TOWN OF COLLIERVILLE, TENNESSEE CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE: FIRE SAFETY INSPECTOR**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform inspections and re-inspections of buildings in the course of construction, alteration, and/or repair to determine whether plans, workmanship and materials conform to the existing fire and life safety codes and Town ordinances.

### **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.

Conducts inspections and re-inspections of commercial, industrial, multi-family residences, public and institutional buildings checking for compliance with the Town, State and Federal fire codes, ordinances, and statutes as to fire hazards and fire protection equipment; secures correction of violations noted; determines the operational readiness of existing automatic sprinkler, fire alarm, kitchen hood systems, and fire extinguishers during field observations so that systems or equipment are in an operational state.

Compares given approved plans and field observations for an installed fire protection system so that any changes or modifications to the system are identified, noted and communicated; reads and comprehends plans, prints, and drawings for fire protection systems.

Investigates complaints of possible fire hazard conditions, determines if fire hazard is present and initiates action to secure correction if a fire hazard is determined to exist.

Inspects means of egress elements during a field inspection of an existing building so that means of egress are maintained.

Deals with contractors in making corrections to ensure overall code conformity and takes the necessary steps to correct violations; identifies the occupancy classification of a single-use structure and determines the appropriate code or standard that will apply; estimates the fire growth potential in a building or space given field observations, so that contents and construction elements can be evaluated for compliance with applicable codes; identifies the applicable code or standard given a fire protection related issue.

Prepares appropriate material to conduct lectures and demonstrations on fire prevention equipment and practices to be delivered to all phases of the community.

Prepares or completes various forms, reports on observations from filed inspections to accurately reflect the findings of the inspection, correspondence to communicate fire protection and prevention practices, correspondence, logs, checklists, supplemental reports, confidential information files, field interview reports, inventory records, vehicle maintenance requests, work injury reports, vacation/leave requests, or other documents.

Receives various forms, reports, correspondence, investigative reports, offense reports, supplemental reports, 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, inspection reports, complaint investigations, 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, fire department agencies, fire personnel, emergency/medical personnel, jail personnel, victims, school 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, codes, participates in physical fitness training and continuing education activities; reads professional literature; maintains professional certifications and 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**

Verifies that emergency planning and preparedness measures are in place and have been practiced, identifying requirements of fire drills that are required for all types of occupancies; verifies site emergency access for fire apparatus; verifies fire flows for a site so that required fire flows are in accordance with applicable codes; verifies code compliance for storage handling and use of flammable and combustible liquids and hazardous materials.

Assists in other related fire prevention matters as determined by the Deputy Fire Marshal.

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, or filing documentation.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

Any equivalent combination of the following which provides the requisite knowledge, skills, and abilities for this job.

- 2 years of college with course concentration in the Fire Science technology or a closely related field.
- 4 years full-time experience in fire service work.
  - Fire service experience may not be substituted by education.
- Possess and maintain, as defined in TCA 68-120-113, the following issued by the Tennessee Department of Commerce and Insurance, Division of Fire Prevention:
  - Fire Inspector certification
- Possess and maintain the following as issued by the State of residency:
  - Valid Driver's License with appropriate endorsements
- Must successfully pass the Town of Collierville pre-employment verification and the State of Tennessee Advanced Emergency Medical Technician requirements.
- Must not have been convicted of a felony.
- Must not have been convicted of a Class A or Class B misdemeanor within 36 months of hire.
- Veterans must possess an 'Honorable' discharge from any Military Service.
- Must establish and maintain their actual bona fide residence east of the Mississippi River within a distance no greater than thirty (30) miles from the Town's corporate limits.
- Town of Collierville employees must not be on any departmental disciplinary probation.
- Must be 21 years of age at time of hire.

## 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.

**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. The ability to plan, direct, assign, and command operations of staff and equipment engaged in diversified functions, which may involve danger to life and/or property. 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.

**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. Considerable knowledge of modern principles, methods, and procedures of fire administration, management and the technical aspects of fire fighting.

## 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 (over 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.

**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

\_\_\_\_\_  
Buddy Billings, 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.*