



## **Jackson Fire Department Fire/EMT Apprenticeship Program**

The City of Jackson's fire apprenticeship program is an exciting training opportunity for a diverse group of people, designed to make them ready to be employed as Jackson Fire Fighter/EMTs. The program combines on-the-job experience in the Jackson Fire Department with academic training through Jackson Community College and is designed to assist local high school graduates to become career ready!\* In just a short time, participants will be able to acquire the technical and educational skills needed to be competitive in the tests required of prospective Fire Fighter/EMTs. In addition, individuals who successfully complete the apprenticeship program can earn up to five (5) extra points in City of Jackson selection processes to fill vacant Fire Fighter/EMT positions.

Apprentices will attend classes at Jackson Community College and work at least 20 hours a week for the Jackson Fire Department. The combination of schooling and job experience is designed to prepare a candidate to accept the responsibilities of service to the community as a Fire Fighter/EMT.

### **Minimum Qualifications**

To be eligible for the fire apprenticeship program, the applicant must meet the following criteria:

- Be 18 years old by the date of hire as an apprentice
- Be a high school graduate by the date of hire as an apprentice
- Undergo a background and reference check successfully
- Be physically able to perform the duties of an apprentice, and potentially able to perform the duties of a fire fighter.
- Pass a pre-employment physical examination, including a drug screen
- Have a valid Michigan driver's license and good driving record, and maintain both while employed
- Be eligible to participate in the Jackson County Community Foundation Legacy scholarship program

Applicants who are City of Jackson residents will be considered before non-residents.

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*\*High school students who have taken the fire fighter training program or some of the health career programs at the Jackson Area Career Center already have a strong knowledge base for this special program! High school students who "dual-enrolled" in the JCC EMT program during high school will be able to use their Legacy scholarships to skip forward to the Paramedic curriculum during their apprenticeships.*

## **Educational Benefits**

Apprentices will be required, at a minimum, to take the courses necessary to become certified as an Emergency Medical Technician. Apprentices will be encouraged to take additional courses toward their Paramedic certificate and courses that will assist them in later acquiring an Associates Degree in Fire Science. Apprentices will be able to use their Jackson County Community Foundation Legacy scholarship eligibility to pursue the college classes necessary to meet at least the minimum education requirements to be considered for a full-time fire fighter/EMT position with the City of Jackson Fire Department. Apprentices will be required to enroll and take job-related classes at Jackson Community College and maintain a 2.8 grade point average.

The Department's Training Division will work with the Apprentices to ensure they are pursuing job-related classes at an appropriate pace, and the 20 hours of required work experience will be scheduled around the apprentices' class schedules. Additionally, the Jackson Fire Department will sponsor the apprentice's participation in the state Fire Fighter I and II training.

## **Fire Apprentice Requirements**

- Work in the Jackson Fire Department 20 hours each week
- Be enrolled in appropriate classes at Jackson Community College and maintain a 2.8 GPA
- Participate in a physical fitness program overseen by the Fire Department Training Division
- Complete Phase I of the program in approximately 9-12 months
- Complete Phase II of the program by approximately the 2d anniversary of hire to earn the five (5) extra points in the selection process for a full-time Fire Fighter/EMT position

## **Selection Process**

Individuals who are interested in entering the Fire/EMT Apprentice Program must submit a City of Jackson application form plus a brief explanation of the reason(s) they are interested in becoming a Jackson fire fighter/EMT.

A selection committee will review all applications and rank the applicants.

The top-ranked applicants will undergo a background and reference check.

Finally, the selected applicants will undergo a medical examination (to establish they are physically able to perform the responsibilities of an apprentice, and have a reasonable likelihood of performing all the duties of a fire fighter by the end of the apprenticeship program) and drug screen.

## **Important Dates for the 2008 Apprenticeship Application Process**

Approx. June 10, 2008	Applications are due. They are to be submitted to the City Personnel Department, 11 <sup>th</sup> floor, 161 W. Michigan Avenue
Approx. June 15-July 11, 2008	Background and reference checks
Approx. July 18, 2008	Tentative offers will be extended
Approx. July 28-31, 2008	Medical examinations and drug screens
Approx. August 5, 2008	Final offers extended
Approx. August 18	Orientation and commencement of employment

## **Benefits of Being a Jackson Fire Fighter**

- *Fire fighting is a rewarding career. You will serve the public. You will help save lives. You will protect community property.*
- You will be well compensated (starting salary is currently more than \$40,000/year) and you will have an excellent fringe benefits package.
- In addition to fire fighting and emergency medical technician responsibilities, Jackson fire fighters are trained to respond to hazardous materials calls (HAZ/MAT) throughout the county, perform water rescues, investigate arson, provide public education through demonstrations and public speaking, work as trainers, inspect area businesses for fire code compliance, review new construction building plans for fire code compliance, as well as perform a variety of other rescue services.
- The wide variety of responsibilities allows Department employees to become specialists in the areas in which they are most interested.
- Acquiring additional education and training throughout an employee's career is encouraged.
- Your ability to advance and grow within the Fire Department is largely dependent on your desire and efforts.
- The Jackson Fire Department is an equal opportunity employer. We are interested in employing individuals who represent all aspects of our community. We are *particularly* interested in employing local residents for this program.

## **Summary of Advantages of Fire/EMT Apprentice Program**

- Gain valuable work experience in the areas of fire protection and EMS
- Attend Jackson Community College while working part-time in your chosen field
- Earn extra points toward selection as a full-time fire fighter
- Obtain certification as an EMT and/or Paramedic while working in the Program
- Enhance your chances of being hired as a Fire Fighter/EMT in Jackson and other Michigan communities

City of Jackson employment applications can be printed from our website:

[www.cityofjackson.org/departments/personnel/download.asp](http://www.cityofjackson.org/departments/personnel/download.asp),

or picked up in the City of Jackson Personnel Department,

161 W. Michigan Avenue, 11<sup>th</sup> floor, Jackson, MI.

## DIRECTIONS FOR COMPLETING APPLICATION

1. Civil Service Rules allow extra points to be added to an applicant's test score for appropriate educational credits or work experience.
  - a. In order to receive this extra credit for college, postgraduate, or special training, you must attach a copy of your transcript of credits or certificate(s) of completion to your application. You will be allowed up to five (5) days after the date of your application to attach this information.
  - b. To ensure that proper credit is received for work experience, be specific about the type of work experience you possess, particularly if the work is similar to the work for which you are applying. Attach copies of any registrations, licenses or certificates, which are relevant to this application.
2. Your employment references will be checked. Be certain to indicate on the application if your current employer may be contacted. If not, explain why. You are responsible for providing the correct name, address, and telephone number of past employers and or supervisors. Your failure to provide this information may affect your application for work. If you were unemployed at any time, write "unemployed" in the employer section and indicate the dates of your unemployment. Attach additional sheets if there is not enough space to cover your entire work history.
3. Be certain to read the last paragraph of the back of the application before signing form.
4. All successful applicants for both part-time and full-time jobs will be required to satisfactorily complete a drug screen.
5. After you have read these instructions, please sign, date and return this sheet with your completed application. **APPLICATIONS SUBMITTED WITHOUT THIS SIGNED AND DATED SHEET WILL NOT BE CONSIDERED.**

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

\_\_\_\_\_  
Signature

**Personnel & Labor Relations Department**

161 W. Michigan Ave., 11<sup>th</sup> Floor  
 Jackson, MI 49201  
 Fax: 517-768-5824  
 Email: apply@cityofjackson.org



**FIREFIGHTER/EMT APPRENTICESHIP APPLICATION**

THE CITY OF JACKSON DOES NOT DISCRIMINATE ON THE BASIS OF RELIGION, RACE, COLOR, NATIONAL ORIGIN, AGE, SEX, HEIGHT, WEIGHT, DISABILITY, OR MARITAL STATUS AS TO: ACCESS, AVAILABILITY, EMPLOYMENT, OR PARTICIPATION IN ANY OF ITS PROGRAMS AND ACTIVITIES. IF YOU NEED ANY ACCOMMODATIONS TO ALLOW YOU TO EFFECTIVELY PARTICIPATE IN THE APPLICATION AND/OR SELECTION PROCESS, PLEASE INFORM THE PERSONNEL DEPARTMENT STAFF REGARDING YOUR NEEDS.

**NOTICE: ALL EMPLOYEES OF THE CITY OF JACKSON MUST HAVE AND MAINTAIN A RESIDENCE WITHIN 20 MILES OF THE GEOGRAPHIC LIMITS OF THE CITY WITHIN 12 MONTHS OF HIRE.**

**Instructions:** Please PRINT CLEARLY. If sufficient space is not provided on this form to give complete answers to certain questions, or if you wish to give pertinent information not specifically requested, please attach the additional information to this application.

Name in full: \_\_\_\_\_  
 (Last) (First) (Middle)  
 Street address: \_\_\_\_\_  
 City and State: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 Title of position for \_\_\_\_\_  
 which you are making application: \_\_\_\_\_  
 Today's Date: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

Are you 18 years of age or older? Yes  No   
 Are you a U.S. armed forces veteran? Yes  No  Identify branch of service: \_\_\_\_\_ Served from: \_\_\_\_\_ To: \_\_\_\_\_  
 Are you currently a member of any military reserve organization? Yes  No  Specify: \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No  Details: \_\_\_\_\_  
 Will you be able to perform the position for which you are applying, with or without accommodation? Yes  No

List names of any relatives employed by the City of Jackson, giving their relationship to you and the departments in which they work. If you do not have relatives employed by the City, write "none."  
 \_\_\_\_\_

**EDUCATION**

Last grade completed in high school: \_\_\_\_\_ High School Diploma: Yes  No  GED: Yes  No   
 Name of last high school attended: \_\_\_\_\_ Location: \_\_\_\_\_  
 Please list any formal education received in any college, university, business, trade, military, correspondence or other school:

	Name and Address of School	Course of Study	Credit Hours Completed	Diploma, Degree or Cert.
Undergraduate College			<input type="checkbox"/> Semester <input type="checkbox"/> Term	
Graduate or Professional			<input type="checkbox"/> Semester <input type="checkbox"/> Term	
Technical or Other (Specify)			<input type="checkbox"/> Semester <input type="checkbox"/> Term	

**SPECIALIZED SKILLS**

Check all applicable skills and equipment operated:

- Mainframe
- PC
- Calculator
- Typewriter
- FAX
- Graphics
- Data Base
- Spread Sheet
- Word Perfect
- MS Word
- Excel
- Other:
- Backhoe
- Bulldozer
- Grader
- Sweeper
- Truck
- Other:

Driver's License No: \_\_\_\_\_

Other licenses, registrations, certificates you possess:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT RECORD:** Provide information regarding your employment history, starting with your present or most recent employer. If you need more space to respond to this section, **add additional sheets as necessary.**

Employer		Dates Employed From: To:	Work Performed
Address			
Telephone Number(s)		Hourly Rate/Salary Starting: Final:	
Job Title	Supervisor		
Reason for Leaving		If currently employed, are any precautions necessary in contacting your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Explain:	

Employer		Dates Employed From: To:	Work Performed
Address			
Telephone Number(s)		Hourly Rate/Salary Starting: Final:	
Job Title	Supervisor		
Reason for Leaving			

Employer		Dates Employed From: To:	Work Performed
Address			
Telephone Number(s)		Hourly Rate/Salary Starting: Final:	
Job Title	Supervisor		
Reason for Leaving			

List names of professional and technical associations of which you are now a member. (Do not list organizations which by name would indicate your political or union affiliations, or your race or nationality.)

*I hereby certify that all statements made on or in connection with this application, including those regarding my training and/or experience, are true and complete to the best of my knowledge and belief. I understand and agree that any mis-statements or omissions of material fact(s) may result in discipline up to and including forfeiture of all rights to employment by the City of Jackson.*

*I hereby authorize an investigation by the City of my past employment, education, criminal history and personal activities, and statements on or made part of this application. I release from any and all liability or damages of any kind or nature all persons, companies, corporations, governmental entities and any of their employees supplying such information. I understand that such information may include a record of disciplinary action by a previous employer, and I hereby release such parties from any obligation to provide me with written notification of such disclosure as may be required by law.*

Signature \_\_\_\_\_  
of Applicant

# APPLICANT DATA RECORD

The City of Jackson is an Equal Opportunity Employer. The following questions are asked solely for statistical purposes as part of the Affirmative Action Program and reporting procedures implemented by the City of Jackson. Your answers to these questions are completely voluntary and refusal to answer them will have no adverse effect on your application. These questions and answers do not appear on the application form and are treated with confidentiality.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
                    Number                    Street                    City                    State                    Zip

Phone: \_\_\_\_\_                      Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## GENERAL INFO:

MALE                      \_\_\_\_\_  
FEMALE                      \_\_\_\_\_  
VETERAN                      \_\_\_\_\_

## RACE/ETHNIC GROUP:

AFRICAN AMERICAN/BLACK                      \_\_\_\_\_  
WHITE/CAUCASIAN                      \_\_\_\_\_  
HISPANIC                      \_\_\_\_\_  
ASIAN/PACIFIC ISLANDER                      \_\_\_\_\_  
NATIVE AMERICAN                      \_\_\_\_\_  
OTHER                      \_\_\_\_\_

## HOW WERE YOU REFERRED?

NEWSPAPER AD: (NAME PAPER) \_\_\_\_\_  
CITY OF JACKSON WEBSITE: \_\_\_\_\_  
OTHER WEBSITE: (PLEASE LIST) \_\_\_\_\_  
OTHER METHOD: \_\_\_\_\_

POSITION APPLIED FOR \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_