

ATTACHMENT A

EMPLOYMENT APPLICATION

PERSONNEL POLICIES AND PROCEDURES

Borough of Glassboro

Date: _____

Employment Application

<p>Applicant Information: Name (Last, First, Middle): _____ Address: _____ City/Town: _____ Phone (Work): () _____ (Home): () _____ Social Security Number: _____ - _____ - _____</p>
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Position applied for: _____

Have you ever applied to the (local unit type) before: Yes No If yes, give date _____

Date you can start: _____ Salary desired: _____

Are you available to work: Full time Part time Shift work Temporary _____

Are you currently employed: Yes No May we contact you at work: Yes No

May we contact your current employer: Yes No _____

Are you currently on layoff status and subject to recall: Yes No _____

Do you possess a current driver's license: Yes No _____

Do you possess a current commercial driver's license: Yes No _____

Please list any endorsements: _____

If you are under 18 years of age, can you provide proof of eligibility to work: Yes No

Are you legally eligible to work in the United States of America: Yes No _____

Pursuant to federal law, proof of United States citizenship or immigration status will be required if you are hired.

I understand that any offer of employment would be conditional upon the results of a criminal background check. Yes _____ No _____

The Borough of Glassboro is an Equal Opportunity Employer M/F

PERSONNEL POLICIES AND PROCEDURES MANUAL

Employment History: This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked "comments" located on the bottom of this page.

Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:			
Job title:			
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:			
Job title:			
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:			
Job Title:			
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:			
Job title:			
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Comments:

PERSONNEL POLICIES AND PROCEDURES

Education: Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business, or Trade.

School:	Years completed: (circle)	Graduated: (circle)	Major Field:
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

Languages: List any foreign languages you know and indicate your level of proficiency.

Language:	Speak Some:	Speak Fluently:	Read:	Write:

Special Skills and Experience: State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

Comments and Additional Information: Is there any additional information about you we should consider?

PERSONNEL POLICIES AND PROCEDURES MANUAL

References: Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name and Address:	Phone Number	Years Known:

Understandings and Agreements:

As an applicant for a position with the Borough of Glassboro, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Borough of Glassboro later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Borough of Glassboro the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the Borough of Glassboro the right to secure additional job-related information about me. I release the Borough of Glassboro and its representatives from all liability for seeking such information. I understand that the Borough of Glassboro is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough of Glassboro will make reasonable accommodations as required by the Americans with Disabilities Act and New Jersey Law Against Discrimination. I understand that, if employed, I may resign at any time and that the Borough of Glassboro may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough of Glassboro may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. *For your application to be considered, you must sign and date below.*

Applicant's Signature _____ Date _____

ACKNOWLEDGING THE ESSENTIAL FUNCTIONS OF A FIREFIGHTER

As a firefighter, you may be called upon to perform many ESSENTIAL functions. Some, but not all of which are listed below;

Sign each page indicating you have read the essential functions.

- Walk, sometimes for long periods of time, in extreme weather conditions, in physically hazardous locations.
- Run, sometimes sprinting at a high rate of speed for a short distance, in extreme weather conditions, in physically hazardous locations.
- Ascend and/or descend stairs and ladders.
- Climb over, pull up over, and jump over obstacles.
- Jump down from elevated surfaces or areas.
- Climb or crawl through openings.
- Crawl under obstructions or in confined areas.
- Balance on uneven or narrow elevated surfaces.
- Use body force, with or without heavy tools, to gain entrance or break through barriers.
- Push objects or persons.
- Pull objects or persons.
- Lift and carry objects or persons.
- Drag objects or persons.
- Sit or stand for long periods of time, in extreme weather, in hazardous locations.
- Swim, ride upon or operate a boat in open waters.
- Operate a motor vehicle during the day or night, in emergency situations, at various rates of speed, on the open road or in congested traffic, in unsafe conditions caused by factors such as fog, smoke, rain, ice or snow, natural and manmade disasters, and during times of civil unrest.
- Observe, record, recall, and report incidents and information.
- Administer first aid to other persons.

Signature of Applicant

Date

ACKNOWLEDGING THE ESSENTIAL FUNCTIONS OF A FIREFIGHTER

- Communicate effectively and coherently over telephone, walkie-talkie, radio, initiating or responding to verbal communications.
- Communicate effectively in legal hearings and other official formal settings.
- Communicate effectively with people, including juveniles in an agitated or distraught condition, by giving information and direction, be eliciting information, and by advising of processes and procedures.
- Integrate individual activities and goals with the efforts of other members of the fire service for the promotion of common goals and objectives.
- Gather information by observation, visual inspection and oral communication; determine what information is significant; assess a situation based on that information; and exercise independent judgment to make decisions concerning choice of action and equipment.
- Perform a variety of tasks involving different and sometimes contrasting skills in rapid succession during a short period of time.
- Endure verbal, mental, and physical abuse, including threats, taunts and insults of self, family, and fellow firefighters.
- Withstand exposure to and deal appropriately with stress involved in dealing with hostile views, opinions, and behavior in antagonistic settings with crime victims, fire victims, accident victims, disaster victims and their families.
- To work in the worst of conditions, spend long periods of time away from home and family.
- Perform all expected duties in hot or cold, poorly lit or dark, confined spaces for long periods of time.
- Perform all duties in the heat of the summer, and the cold of the winter with little protection from the elements.
- Depend upon your corrected, or uncorrected vision as well as your peripheral vision to assist you in the operation of fire apparatus, and in the performance of your duties.
- To calmly operate in the heat of fire, performing the duties necessary to extinguish the fire and save lives and property.
- To wear and work in heavy and restrictive self contained breathing apparatus and it's attached face mask.
- Maintains a working knowledge of department operating procedures and policies.
- Attends training sessions, drills, additional education, and further training in order to maintain certifications, and to obtain new certifications.

Signature of Applicant

Date

ACKNOWLEDGING THE ESSENTIAL FUNCTIONS OF A FIREFIGHTER

- Operate fire apparatus, hoses, extinguishers, utilize numerous heavy tools and equipment.
- Wear uniforms, heavy, hot and uncomfortable safety clothing.
- Work rotating shifts, adapt to irregular working hours and conditions, go for long periods without rest room or eating facilities.
- Maintain mental alertness and readiness to act, even during periods of calm and inactivity.
- Identify, collect, label, secure and preserve evidence at a fire scene.
- Secure the scene of a crime, fire emergency or disaster.
- Stand guard at the scene of a fire, crime, emergency, or disaster to prevent damage, loss or injury.
- Secure and evacuate persons from particular areas, using either verbal commands or the appropriate degree of physical force.
- Perform rescue and support functions at the scenes of fire, accidents, emergencies and disasters.
- Physically secure buildings, including doors, windows, walls and other openings.
- Perform searches of buildings, large outdoor spaces, confined spaces, vehicles and vessels for missing, injured or lost persons which may involve seeing, feeling, smelling, and detecting objects.
- Understand and follow orders, policies, procedures and programs as directed by the Fire Administration.
- Accept direction, and function cooperatively as one member of a unit.
- Communicate effectively, verbally, and in writing, detailing incidents, activities and conditions to others.
- Prepare written reports, including pre-plans, accident reports, apparatus, building and equipment reports, using appropriate grammar, symbols, and mathematical calculations.
- Read and comprehend documents, orders, memorandums and training materials.

Signature of Applicant

Date