

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or omissions of material fact herein may cause any offer of employment made by the Town of Collierville to be withdrawn or employment with the Town of Collierville terminated.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. Please note the Town of Collierville's Personal Appearance policy does not allow for visible tattoos or visible piercings. The exception to this policy is piercings on the earlobe.

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 For what state? _____ Expiration Date: _____

CDL? Yes _____ No _____ Class: _____ Endorsements: _____

Have you read the job description for the position(s) you are applying for? 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



Fire & Rescue

Dear Applicant,

Thank you for your interest in joining the Town of Collierville Fire Department. Enclosed in this application packet is material relevant to minimum requirements and the selection process. Applicants are expected to read all the material enclosed within this packet prior to submitting an application, so you will know what will be expected of you to complete the selection process.

When applying for the Collierville Fire Department, you must include copies of your current certifications and/or licenses. If the application is turned in without the requested documents, the application will not be forwarded to the Fire Department for consideration.

If you have any questions on the application process, feel free to contact the Human Resources Department at 901-457-2290.

Thank you.



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

Special application required. You must either see Human Resources Personnel for the application packet or download the application from the website. Incomplete applications will not be processed!

TITLE: Firefighter- Basic EMT

LOCATION: Fire Department

OPENING DATE: August 24, 2023

CLOSING DATE: Until Filled

JOB NUMBER: JN23-60CF

FLSA STATUS: Non-Exempt

ENTRY LEVEL SALARY: \$48,560 per year with *excellent benefits package*.

PRIMARY FUNCTION: 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.

QUALIFICATIONS: Candidates must possess 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 the job. Possess and maintain Firefighter I Certification as issued by the Tennessee Commission on Firefighter Standards and Education; Firefighter II Certification preferred. Must possess and keep their Tennessee Department of Health and Environment basic EMT license. Must successfully pass the Town of Collierville pre-employment verification and the State of Tennessee Basic 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. Personnel must be able to respond back to the Town of Collierville within one (1) hour from their current living address. Town of Collierville employees must not be on any departmental disciplinary probation. Must be 21 years of age at time of hire.

SPECIAL REQUISITES: Must attach copies of current certifications and licenses with your application. Applicants must meet 'minimum entry requirements' that are listed separately in each application packet. Must obtain within 24 months of employment an Advanced EMT license issued by the Tennessee Department of Health and Environment and maintain throughout employment.

LICENSES: Valid Motor Vehicle Operator's License (to drive Fire Apparatus) at the time of hire.

NOTES: 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). The selection process may involve various methods including examinations, interviews, assessment centers, and practical skills evaluations. Drug and alcohol testing will be mandatory. The selection process will encompass an oral interview, a physical ability assessment, an EMS practical skill assessment, a psychological assessment, and a thorough physical and background check.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.

APPLY: Human Resources Office, 500 Poplar View Parkway, Collierville,

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.



COLLIERVILLE FIRE & RESCUE

MINIMUM ENTRY REQUIREMENTS

AGE REQUIREMENTS
BACKGROUND CHECK

Candidates must be at least 21 years old as of the job closing date.
Candidates must consent to and sign a release for a comprehensive background check. This may include checks on motor vehicle records, employment history, criminal and civil records, medical records, credit history, personal information, educational background, and references.

CITIZENSHIP

Candidates must be U.S. citizens (by birth or naturalization) and must have the ability to read and write in the English language.

CRIMINAL

Candidates must have no felony convictions, no Class A or B misdemeanors within the last 24 months, and no pending criminal charges.

DRIVING REQUIREMENTS

Candidates must possess a valid driver's license as required by their State of residency.

DRUG/ALCOHOL POLICY

Candidates must be free from the use of controlled substances or excessive use of alcohol and must pass a drug and alcohol screening.

EDUCATION REQUIREMENTS

Candidates must have a High School Diploma or its equivalent.

EMPLOYMENT HISTORY

Candidates must have a strong employment record.

HEALTH STANDARDS

Candidates must be physically and emotionally sound, free from any conditions that could adversely affect the performance of essential firefighting duties. They must also successfully complete a comprehensive medical and psychological examination in accordance with NFPA 1582 Standards

HEARING STANDARDS

Candidates must not have a hearing deficiency greater than specified limits over defined frequencies.

MILITARY SERVICE

If previously served in the military, candidates must have received an honorable discharge.

PHYSICAL ABILITY

Candidates must pass a physical ability test that assesses various aspects of physical fitness, including agility, strength, coordination, balance, and stamina.

RESIDENCY REQUIREMENTS

Candidates must legally reside within an area that is no more than one hour's drive from the Town of Collierville.

VISION REQUIREMENTS

Candidates must meet specific standards for color and depth perception, and visual acuity.

LICENSE/CERTIFICATION

Candidates must provide copies of current certifications/licenses with their application.

ELIGIBILITY LIST

An eligibility list will be created and maintained by Collierville Fire Department for future position openings.

TATOOS POLICY

Candidates must have no visible tattoos on specified parts of the body that would be visible with an approved short-sleeve uniform shirt.



Collierville Fire & Rescue

CANDIDATE PHYSICAL ABILITY TEST (CPAT)



Performing the Candidate Physical Ability Test

This evaluation is intended to measure and evaluate a candidate's capacity to perform firefighter-related tasks in an adequate manner. Applicants must be physically able and strong enough to perform the essential duties of a firefighter.

Preparing for the Candidate Physical Ability Test

The most effective way to prepare for the exam is to be in the best possible physical condition. General physical conditioning exercises that enhance your endurance, stamina, and strength will be advantageous. The recommended exercises for general conditioning include walking, sprinting, swimming, stair climbing, sit-ups, push-ups, weightlifting, etc. Before taking the physical ability test, candidates should consult their physician to ensure they are in excellent physical condition and do not have any medical conditions that could prevent them from taking the test. On the day of the examination, consume water before taking the examination, refrain from consuming for at least three hours before the examination, and stretch before taking the examination.

How to Dress

Candidates should wear activewear that is comfortable. The prescribed attire includes sweatshirts, T-shirts, and rubber-soled shoes, such as tennis shoes or work boots. Pants that are comfortable, such as denim or sweatpants, should be worn. Avoid wearing tight clothing. During the evaluation of physical aptitude, gloves may be worn. All stations will require candidates to don a turnout coat with a liner, a helmet, and a SCBA harness with an air bottle. Before beginning the test, candidates will assume this gear, which weighs approximately 45 pounds. Food, drink, and tobacco products are not permitted during the examination. At the assessment, candidates will have access to water and are encouraged to stay hydrated.

Pre-Health Exam and Termination of Evaluation

Prior to participating in the Candidate Physical Ability Test, all applicants will be required to have their resting pulse rate and blood pressure measured upon arrival. If the candidate's resting heart rate exceeds 110 beats per minute and/or resting blood pressure exceeds 160/100 mmHg, he or she will be given a 10-minute rest period and reevaluated. If the candidate's resting pulse rate exceeds 110 beats per minute and/or their resting blood pressure exceeds 160 or 100 mmHg, they will be disqualified from the physical ability test.

For the premature termination of this assessment of physical ability, the following will be rigorously adhered to:

- Onset of angina or angina-like symptoms;
- Indicators of inadequate perfusion include lightheadedness, vertigo, confusion, pallor, cyanosis, nausea, and cold, clammy skin;
- Physical or verbal signs of excessive fatigue;
- The candidate requests that the evaluation end.

What to Bring to the Evaluation

On the day of the examination, candidates must present a valid government-issued photo ID, or they will not be allowed to take the examination.

Hold Harmless Agreement

Before being permitted to participate in the Candidate Physical Ability Test, candidates must execute a "Hold Harmless Agreement" releasing the Town of Collierville from any liability or injury (see agreement below).

Evaluation

Candidates will report to the orientation station for evaluation. There will be an overview and tour of the assessment site, and any queries will be answered. Candidates will wait at the starting line until instructed to commence by the assessor. Candidates will be provided with equipment and verbally instructed to don it prior to commencing the examination. During the evaluation, running is prohibited; only brisk walking is permitted. Running is defined as moving so rapidly that both feet leave the ground simultaneously. During this examination, candidates may not be assisted in any way, including by having items handed to them or being held (except in an emergency). Upon completion of the final event, the cumulative completion time will be recorded. Candidates must return to the orientation station after completing the assessment and remain there until released by the assessment evaluator.

The procedure may include up to nine (9) physical ability-assessing events. During all events, the candidate must wear a helmet, gloves, turnout suit, and SCBA harness with an attached bottle (but no mask). Events 1 through 9 will be timed as one continuous event. There will be no time between events for recuperation. The candidate's time will begin when they begin event #1 and conclude when they complete the final scheduled event. After the candidate has completed events 1 through 9, their vital signs will be evaluated again. The participant will be disqualified from the competition if he or she departs without having his or her vital signs taken and signing a vital sign card.

EVENTS:

The candidate must don a provided turnout jacket, SCBA, helmet, and gloves during all events. The candidate is not permitted to run at any moment but must understand that this is a series of events that must be completed continuously and timed. Whenever a candidate feels the need to stop due to injury or pain, he or she must promptly notify the evaluator, and the candidate's assessment will be terminated.

Event #1: Stair Climb

The candidate's time will begin when he or she contacts the hotel pack. The candidate will lift the pack and position it on their shoulder in preparation for a climb. The candidate will ascend and descend the stairs three times while carrying the hotel bag. When the candidate touches the platform for the third time, he or she will position the hotel pack on the landing. The individual will then ascend and descend the stairs three more times. On the sixth occasion that the candidate's feet contact the platform, he or she will retrieve the hotel bag from the landing and descend the stairs while carrying the bag. The knapsack will be placed on the ground.

Event #2: Hand over Hand

The candidate will ascend the stairs and reach the landing. The candidate will position themselves against the railing and, using the hand-over-hand method, will begin lifting the 2-and-a-half-foot tubing over the railing. Before being lowered, the roll must contact the landing near the candidates' feet. This will be repeated twice, after which the candidate will descend the stairs.

Event #3: Foam Carry

The candidate will transport two containers of foam for a total of 50 feet. One pail will be carried in each hand to a 25-foot-tall cone. The candidate must circumnavigate the perimeter of the cone and then return the containers to their original location.

Event #4: Victim Drag

The candidate is required to elevate a manikin from a supine position and initiate a 50-foot victim drag. The candidate must transport the victim to a cone located 25 feet away. The candidate must circumnavigate the circumference of the cone and then return the manikin to its original location.

Event #5: Hose Stretch

The candidate must grasp the hose close to the nozzle and prepare for a 100-foot charged hose draw.

Event #6: Ventilation Event

The candidate will use a sledgehammer to replicate removing shingles from a roof. The candidate must strike the supplied object 30 times using their entire range of motion. Chops cut in half do not qualify.

Event #7: Ladder Raise

The candidate will grab the provided ladder and raise it hand-over-hand against the wall until it is entirely upright. The candidate will then lower the staircase in a manner identical to its ascent.

Event #8: Crawl/Maze

The candidate will enter the search area at the designated point and crawl to the opposite exit.

Event # 9: Ceiling Breach and Pull

The candidate must seize the pole and prepare to simulate ceiling tugging. The candidate must perform a full draw with the hand passing the waist while standing in the designated area. The candidate will completely lower the pole while maintaining control and preventing rope slack. It will be repeated thirty times.

The Town of Collierville reserves the right to modify the Candidate Physical Ability Test procedure described in whole or in part due to weather, staffing, mechanical failure, etc. without notice or obligation.



TOWN OF COLLIERVILLE
CANDIDATE PHYSICAL ABILITY TEST
RELEASE AND WAIVER FORM

I, _____, residing at _____ in the Town of Collierville _____, county of _____, state of _____, hereby attest that I have voluntarily applied to participate in the Town of Collierville fire department Candidate Physical Ability Test . I have had the opportunity to review the department's Candidate Physical Ability Test description of events, and I have done so.

I am aware that the physical ability test is strenuous, and I affirm that I am in excellent physical condition and have no known medical conditions that would prevent me from participating in this event. I hereby release and discharge the Town of Collierville, its officers, employees, or agents, and the Town of Collierville from any and all actions, claims, or demands that I and my heirs, distributes, guardians, legal representatives, or assigns may have now or in the future for any loss, personal injury, death, or property damage resulting from my participation in the Town of Collierville Candidate Physical Ability Test . This waiver and release applies to all claims of any kind or nature, anticipated or unanticipated, known or unknown.

In the event that I sustain an injury or illness, I authorize officials of the responding emergency services to treat me and transport me to a medical facility at their discretion.

By signing this release, I attest that I have thoroughly read and fully comprehended the above waiver of liability and hold harmless agreement. I am aware that this is a release of liability and a contract between myself and the Town of Collierville. I am at least twenty-one (21) years old and possess full legal capacity.

Signature of Candidate

Date

Signature of Witness

Date

Candidate's photo ID checked and verified by: _____

NOTICE TO ALL APPLICANTS FOR FIREFIGHTER WITH THE TOWN OF COLLIERVILLE

Preparing a new employee with the training needed to begin their work as a Firefighter for the Town of Collierville requires sending them through a state approved fire academy. The total cost to the Town of Collierville in this training and required equipment is approximately \$9,218 (nine thousand two hundred eighteen). The Town will incur these costs, providing an applicant who becomes employed by the Town agrees to remain with the Fire Department for two (2) years following completion of the fire academy.

If an applicant, once employed, should leave the Fire Department prior to this, they shall reimburse the Town 1/24th (one twenty-fourth) of the total cost of training and equipment for every month prior to the completion of their 24 (twenty-four) months.

This notice is to any applicant who is successful in receiving a job offer from the Fire Department. The job offer is contingent on the applicant signing a contract with the Town to the aforementioned conditions.