



Charter Township of Brownstown Administrative Secretary Recruit Information



General Information

Thank you for your interest in the Fire Department Administrative Secretary position with the Charter Township of Brownstown. The application process consists of three steps: application, possible skills exam, and interview.

The Administrative Secretary Application must be completed in its entirety.
(NOTE: This is a different application than the general Township application)

The application must be either mailed via US Postal Service or hand-delivered to:

Clerk's Department

Charter Township of Brownstown

21313 Telegraph Road

Brownstown, MI 48183

E-mailed or faxed applications will not be accepted.

The Process

- 1 APPLICATION:** The Charter Township of Brownstown Application form must be completed in its entirety. **Any section in which information is omitted or incomplete will result in rejection of your application.** The applications will be screened for completeness and information.
- 2 TESTING:** Candidates may be required to pass a skills knowledge examination. Applicants will be notified by mail of the time and location of the tests.
 - A. Skill Knowledge Examination:** The Skills Knowledge Examination will be administered at a time and date determined by Brownstown Township.
- 3 INTERVIEW:** Candidates will be notified of any test results by mail or phone. Those candidates with the required passing score on any required test will be contacted via mail or phone as to the date & time of the interview.

Additional Information

- Candidate must be 18 year of age or older.
- Candidates should meet one of the following:
 - Experience with fire department administration operations and computer software's a plus.
 - Municipal experience
 - possess minimum 3-5 years of administration experience
- Information about the Charter Township of Brownstown and the Brownstown Fire Department is available from the website. www.brownstown-mi.org
- A background investigation is required prior to hiring. Background investigation will include examination of work history, prior drug usage, criminal activity, etc.

BROWNSTOWN FIRE DEPARTMENT

Administrative Secretary Application

Official Use Only Date / Time Received:
Received by:

NO EMAIL APPLICATIONS WILL BE ACCEPTED

NAME (please type or print): _____
Last First MI Email address

Mailing Address: _____
Street City State Zip

Home Phone: () _____ Alternate Phone: () _____

Social Security Number _____ I am over the age of 18

RELATED EXPERIENCE:

Other information you feel would be helpful in considering you for employment: _____

EDUCATION: Please circle highest grade completed. 12 13 14 15 16 16+

High School _____ City/State _____ GED or Diploma: Yes No

College/University _____ City/State _____ Degree & Major _____

EMPLOYMENT HISTORY: List your work history below. **Start with your present, or most recent, position and go backward through your experience at least 10 years or back through age 18 (whichever is shorter).** Include military service and volunteer work in your work history in chronological order. Identify by month and year any period of unemployment of six months or more. Also, explain the circumstances for any positions from which you have been fired or terminated. **This section MUST be complete.** Attach additional sheets if necessary.

Current or Most Recent Employer

Company Name City/state () _____
Phone Number of Supervisor Full Time Part Time
 Volunteer
From _____ to _____
Date Employed Job Title Supervisor Name

DUTIES: _____

Salary \$ _____ per _____ (Hour, Week, Month) Reason For Leaving
Or wanting to leave: _____
May we contact this employer? Yes No

Name

Phone #

Address, City, State, Zip

1 _____

2 _____

3 _____

Are you related to anyone currently employed by the Township of Brownstown? If yes, provide name and relationship.

Name/s _____ **Relationship** _____

_____ **Relationship** _____

_____ **Relationship** _____

Screening Checklist for Administrative Secretary Applicants

I, _____ (*print name*), am willing to undergo a comprehensive background investigation, including contacts with all references, employers, co-workers, close personal associates and family, and agree to allow a representative of the Brownstown Fire/Police Department to review my driving record, credit history, criminal records and history, and military records. I understand that I will submit to a pre-employment psychological evaluation, physical evaluations, and a urinalysis drug test. I am aware that failure to fully submit to these listed reviews and evaluations will be grounds for disqualification from the selection process.

Signature _____

AN IMPORTANT MESSAGE ABOUT TRUTHFULLNESS...

One of the fundamental requirements of working in fire service is the ability of an individual to adhere to and demonstrate the highest legal and ethical standards. The Brownstown Fire Department has an unwavering stand on untruthfulness and dishonesty that can result in the dismissal of an employee who engages in such misconduct.

The same standard applies in the hiring and selection process. Unfortunately, it is our experience that a number of applicants in each hiring process will fail due to such misconduct. **If you are untruthful, dishonest, knowingly omit, falsify, conceal or obscure required information, or engage in any similar misconduct or deception during any part of the application and hiring process, you may be permanently disqualified from being employed by the Brownstown Fire Department.** Information regarding a candidate's disqualification may also be made available to other fire service agencies with an authorized request.

Please circle the correct answer to the following questions. If you answer "yes" to any question you must provide additional information about the circumstances, including dates. Attach additional pages if necessary. A "Yes" answer may not automatically bar an applicant from employment, however, you must provide detailed information about each "Yes" response. Failure to provide the information requested will disqualify you from the process. The relationship of the conviction to the job, as well as the severity and the passage of time will all be considered.

Have you ever:

1. Been convicted by any court of a felony or entered a guilty or nolo contendere plea? Yes or No _____
2. Used any illegal drugs in the last 2 years? Yes or No _____
3. Used any hallucinogenic drugs? Yes or No _____
4. Used Heroin, PCP, steroids or methamphetamine? Yes or No _____
5. Been arrested for DWI or DUI ? Yes or No _____
7. Sold any illegal drug at any time in your life? Yes or No _____
8. Been convicted of, or entered a guilty plea to any assault in a domestic setting? Yes or No _____
9. Falsified any document, form, testimony, or pleading as an officer of the court or as a witness? Yes or No _____
10. Omitted, misstated or falsely stated any information, in writing or orally during an application process with any agency? Yes or No _____

AFFIRMATIVE ACTION QUESTIONNAIRE

Completion of this form is voluntary

The following information is to help us comply with government record keeping and reporting in connection with our Affirmative Action responsibilities. **This form is CONFIDENTIAL and will be detached from your package and will have no bearing upon the process of considering you for employment.**

NAME _____

ADDRESS _____

Birth Date ____/____/____
Mo. Day Year

SEX: Male Female

Social Security Number ____ - ____ - ____

JOB APPLYING FOR: ADMINISTRATIVE SECRETARY

RACE (Please check one)

- White - origins in Europe, North Africa or Middle East
- Asian - origins in Far East, Southeast Asia, India or Pacific Islands
- Black - origins in Africa
- Hispanic - origins in Mexico, Puerto Rico, Cuba, Central or South America
- American Indian - origins in North America, to include Alaska

PHYSICAL CONDITION

- Disabled
- Not Disabled

VETERAN/U.S. MILITARY STATUS

- Veteran
- Non-Veteran

ACTIVE NATIONAL GUARD OR RESERVIST (check one)

- Yes
- No

Where did you learn about this position?

- Brownstown Human Resources Office
- Other Governmental Agency (Please specify) _____
- Newspaper (Please specify) _____
- Other publication (Please specify) _____
- Friend or Relative
- Academy/School/College (Please specify)
- Internet Where? _____

Today's Date ____/____/____
Month Day Year

Information on this page will not be kept in your applicant file.