



## Mequon Fire Department Paid on Call Firefighter/EMT Employment Information

*Are you interested in being part of a team? Providing service to your community?  
Learning new skills and taking on new challenges?  
Earning income at least \$16.02 - \$26.07 per hour for you and your family?*

### **What are the benefits of being a member of the Mequon Fire Department?**

The department has been providing fire and emergency medical services to the residents of Mequon for over 75 years. Many members of the department have used the technical skills and training they have received in the field of firefighting and emergency medicine to secure jobs as full-time members in departments throughout the state. Other members of the department use the extra income they earn to pay for their college education, family trips, or retirement savings.

Being a member with the Mequon Fire Department offers you the chance for a challenging position that offers many personal rewards. Experience is not necessary to join our team of dedicated professionals. All you need is a desire to help others, and you will take away the satisfaction of helping a neighbor in the time of crisis. Few jobs offer the opportunity to challenge yourself the way public service does, but as a paid-on-call member you could be called to save a life at a moments notice.

### **How does the Mequon Fire Department Operate?**

The department serves over 24,000 residents in approximately 48 square miles and operates out of two firehouses. Station one is located on the West side at 11300 N. Buntrock Ave. and the other firehouse is located on the East side at 11800 N. Port Washington Rd. The Mequon Fire Department responds to over 1300 emergency calls each year, which include fire, various rescue type calls, auto accidents, hazardous materials spills, weather-related emergencies, emergency medical calls and mutual aid to surrounding fire departments. The department is comprised of about 60 paid-on-call firefighters, firefighters/EMTs and EMTs who are given pagers and respond to the scene or station when needed for emergency medical care or a fire.

### **How do I get training needed to become a firefighter and/or EMT?**

Paid-on-call firefighters and/or EMTs receive expert training on a regular basis from the department's training bureau and its staff of certificated training instructors. All members are trained to the National Fire Protection Association Standards. In addition to departmental training, members are encouraged to attend seminars and additional training provided by other agencies and organizations.

### **What are the requirements to apply to become a firefighter and/or EMT?**

- Be at least 18 years of age
- Have a High School Diploma or Equivalent
- Hold a valid Wisconsin Motor Vehicle Operator's License
- Pass a written examination or be a current (EMT-Basic or higher), pass an interview, pass the Mequon fire department agility test (PPT) or have a valid CPAT or for EMT, and pass a medical and drug screening exam.
- Reside or work within seven minutes travel distance to the firehouse(s).

Persons applying to be EMTs only are not required to reside or work for a different employer within seven (7) minutes travel distance of one of the City's fire stations. However, when on a standby shift, the member must be at a location that is within seven (7) minutes travel distance of one of the City's fire stations for the duration of the standby shift when not responding to a EMS call. These members may voluntarily choose to stay at one of the City's fire stations during their standby shift or choose to make other arrangements to meet this requirement.

### **How do I apply to become a member of the Mequon Fire Department?**

For more information on becoming a member of the Mequon Fire Department, please complete the *City of Mequon Employment Application* and mail to: **Fire Chief, Mequon Fire Department, 11300 N. Buntrock Avenue, Mequon, WI 53092. The Fire Department will contact** you to advise you of the additional steps to becoming a candidate.

*Mequon Fire Department, 11300 N. Buntrock Avenue, Mequon, WI 53092  
(262)242-2530 / (262)242-5042(Fax) / [www.ci.mequon.wi.us](http://www.ci.mequon.wi.us)*

***Job Description  
City of Mequon***

<b><u>Title:</u></b> Fire Fighter	<b><u>FLSA:</u></b> Non-Exempt
<b><u>Date:</u></b> May 2015	<b><u>Present Incumbent:</u></b>
<b><u>Department:</u></b> Fire	<b><u>Division:</u></b> N/A
<b><u>Work Location:</u></b>	
<b><u>General Schedule:</u></b> Paid-on-Call	
<b><u>Pay Range:</u></b>	
<b><u>Represented:</u></b> Yes	<b><u>Bargaining Unit:</u></b> Mequon Fire and EMS Association
<b><u>Position's Purpose:</u></b> Operates a variety of fire fighting tools, equipment and/or apparatus to rescue persons and protect property endangered as a result of fire, chemical release, natural and/or human/caused disaster. Provides emergency medical service to injured persons to the level to which trained or licensed. Assists in public education and community service activities of the Fire Department.	
<b>Description of the Job</b>	
<b>A. Essential Duties and Responsibilities:</b>	
<u>40%</u>	Responds to alarms as a member of a firefighting company, and performs a variety of fire ground functions, as the situation demands. Operates and performs preventative maintenance and checks on all fire department vehicles and equipment. When assigned, responds as a member of a medical team to bring basic or advanced emergency medical care to the citizens of the community.
<u>40%</u>	Prepares written reports and maintains records under supervision of a superior officer. Participates in scheduled training exercises and classroom lectures. Performs duties as a Fire Apparatus Driver/Pump Operator or Aerial Operator if qualified, when assigned.
<u>10%</u>	Performs duties as an Acting Fire Lieutenant, if qualified, when assigned. Performs duties as a Certified Firefighter/EMT according to criteria and standards set forth by the department, when assigned.
<u>10%</u>	Responsible for cleanliness of station and maintenance of apparatus, tools, equipment and all other fire department property. Conducts demonstrations, tours, and public speeches on fire safety, fire prevention, CPR, fire extinguishers, smoke detectors, first-aid, and other subjects to the public. Performs fire inspections, if qualified, when assigned.

**B. Job Specifications**

**Required Knowledge:** A fire fighter must have courage and be mentally alert. Dependability, good judgement, initiative and a strong sense of public service are essential personal characteristics. The ability to work cooperatively with others is critical to company performance at emergency scenes. Effective communication, oral and written, with supervisors, peers and public. Ability to read, write add and subtract. Mechanical aptitude and the ability to perform algebraic calculations are beneficial. Understanding and following work rules and suggested operating guidelines. Knowledge of national, state and local laws and fire/safety codes. Organize, direct and coordinate written and oral reports. Skilled in report writing, computer usage, driving and two-way radio usage. Knowledge of fire protection systems, water supply, building construction, natural and man-made disasters, fire control and extinguishment, and combustible and flammable materials. Skills in firefighting, paramedics, EMT, fire inspection and public relations.

**Physical Requirements:** A pre-employment medical examination and drug screen is required. The fire fighter must possess the physical strength and stamina to successfully complete the Wisconsin Fire Service Training Practical Skills Certification Examination. A critical component of the Practical Skills Certification Exam is the ability to lift a seventy-five (75) pound manikin while wearing full personal protective equipment, including self contained breathing apparatus weighing approximately thirty-five (35) pounds. The position requires standing, walking, sitting, stooping, kneeling, crouching, crawling, running, swimming, grappling, climbing, balancing, bending and twisting, reaching, feeling, talking and hearing, lifting, carrying, pushing and pulling 100 lbs. or more. You will be required to grasp and finger fire hose, ladders, perform CPR and utilize patient lifting devices.

**C. Qualifications Required:**

High school diplomas or equivalent required. Wisconsin Board of Vocational, Technical and Adult Education Fire Fighter Certification, Emergency Medical Technician training is required and/or previous fire fighting experience are beneficial.

If not in possession of a valid Fire Fighter Certification, such certification shall be obtained within six (6) months of employment.

Valid Wisconsin Motor Vehicle Operator's License.

**D. Title of Immediate Supervisor:** Lieutenant

**E. Supervision Received:**

Works under the supervision of a fire company officer or designated crew leader.

**F. Working Conditions:**

Fire Fighters face the risk of injury or death in the performance of job activities. Job activities are conducted at any time of day under all weather conditions.

**H. Supplemental Information:**

**Disclaimer:** The above information on this description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

**Approvals:**

Human Resources Manager

\_\_\_\_\_

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

Department Head or Designated Representative

\_\_\_\_\_

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

Incumbent

\_\_\_\_\_

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

***Job Description  
City of Mequon***

<b><u>Title:</u></b> Emergency Medical Technician	<b><u>FLSA:</u></b> Not Exempt
<b><u>Date:</u></b> April 2015	<b><u>Present Incumbent:</u></b>
<b><u>Department:</u></b> Fire	<b><u>Division:</u></b>
<b><u>Work Location:</u></b> Mequon Safety Building	
<b><u>General Schedule:</u></b> Paid-on-Call	
<b><u>Pay Range:</u></b> Hourly Rate Set by Collective Bargaining Agreement	
<b><u>Represented:</u></b> YES	<b><u>Bargaining Unit:</u></b> Mequon Fire and EMS Association
<b><u>Position's Purpose:</u></b> Emergency Medical Technician respond to emergency calls to provide efficient and immediate care to the critically ill and injured, and to transport the patient to a medical facility. After receiving the call from the dispatcher, the EMT drives the ambulance to address or location given, using the most expeditious route, depending on traffic and weather conditions. The EMT must observe traffic ordinances and regulations concerning emergency vehicle operation.	
<p><b>Description of the Job</b></p> <p><b>A. Essential Functions and Duties:</b>  <b>100%</b> Functions in uncommon situations, has a basic understanding of stress response and methods to ensure personal well-being, has an understanding of body substance isolation, understands basic medical-legal principles, functions within the scope of care as defined by state, regional and local regulatory agencies, complies with regulations on the handling of the deceased, notifies authorities and arranges for protection of property and evidence at the scene. Upon arrival at the scene of crash or illness, the EMT parks the ambulance in a safe location to avoid additional injury. Prior to initiating patient care, the EMT will also "size-up" the scene to determine: that the scene is safe; the mechanism of injury or nature of illness; the total number of patients; and to request additional help, if necessary. In the absence of law enforcement, the EMT creates a safe traffic environment, such as the placement of road flares, removal of debris and redirection of traffic for the protection of the injured and those assisting in the care of injured patients. The EMT determines the nature and extent of illness or injury and establishes priority for required emergency care. The EMT renders emergency medical and or trauma care, to adults, children and infants based on assessment findings.</p>	

## **A. Essential Functions and Duties (continued)**

**Duties include, but are not limited to:** opening and maintaining an airway, ventilating patients, administering cardiopulmonary resuscitation, including use of automated external defibrillators, providing prehospital emergency medical care of simple and multiple system trauma such as: controlling hemorrhage, treatment of shock, bandaging wounds, immobilization of painful, swollen, or deformed extremities, providing emergency medical care to: assist in emergency childbirth, manage general medical complaints of altered mental status, respiratory, cardiac, diabetic, allergic reaction, seizures, poisoning behavioral emergencies, environmental emergencies, and psychological crisis.

Additional care is provided based upon assessment of the patient and obtaining historical information. Searching for medical identification emblems as a guide to appropriate emergency medical care. Assisting patients with prescribed medications, including sublingual nitroglycerin, epinephrine auto-injectors and hand-held aerosol inhalers, administration of oxygen, oral glucose and activated charcoal. Reassuring patients and bystanders by working in a confident, efficient manner, avoiding mishandling and undue haste while working expeditiously to accomplish the task.

Where a patient must be extricated from entrapment, the EMT assesses the extent of injury and gives all possible emergency care and protection to the entrapped patient and uses the prescribed techniques and appliances for safely removing the patient. If needed, the EMT radios for additional help or special rescue and/or utility services. Provides simple rescue service if the ambulance has not been accompanied by a specialized unit. After extrication, provides additional care in triaging the injured in accordance with standard emergency procedures.

### **The EMT:**

1. constantly assesses the patient enroute to the emergency facility, administers additional care as indicated or directed by medical control,
2. assists in lifting and carrying the patient out of the ambulance and into the receiving medical facility
3. reports verbally and in writing, their observation and emergency medical care of the patient at the emergency scene and in transit, to the receiving medical facility staff for purposes of records and diagnostics
4. upon request provides assistance to the receiving medical facility staff.

### **After each call, the EMT:**

1. restocks and replaces used linens, blankets and other supplies,
2. cleans all equipment following appropriate disinfecting procedures,
3. makes careful check of all equipment so that the ambulance is ready for the next run
4. maintains ambulance in efficient operating condition
5. ensures that the ambulance is clean and washed and kept in a neat orderly condition
6. in accordance with local, state or federal regulations, decontaminates the interior of the vehicle after transport of patient with contagious infection or hazardous materials exposure.

## **A. Essential Functions and Duties (continued)**

### **Additionally the EMT:**

1. determines that vehicle is in proper mechanical condition by checking items required by service management. Maintains familiarity with specialized equipment used by the service
2. attends continuing education and refresher training programs as required by employers, medical control, licensing or certifying agencies.

## **B. Job Specifications**

### **Required Knowledge:**

- Knowledge of human anatomy and physiology
- Knowledge of patient assessments techniques
- Knowledge of standards, practices and protocols, materials and equipment used to provide emergency medical care
- Working knowledge of bloodborne and airborne pathogens exposure prevention procedures
- Knowledge of procedures for proper handling of hazardous materials
- Knowledge of City and Department safe work policies and procedures and proper use of personal protective equipment

### **Required Skills/Abilities:**

#### **Technical:**

- Familiarity with and ability to use equipment and materials in accordance with standards, practices and protocols to provide emergency medical care for the sick and injured
- Ability to operate emergency vehicles and radios
- Ability to lift and transport patients and other items of varying weights and dimensions
- Ability to ascend/descend ladders, stairs, and equipment of various heights
- Ability to comply with “universal precautions” for bloodborne and airborne pathogens exposure control

#### **Communication/Interpersonal:**

- Ability to understand and follow written and verbal instructions
- Ability to remain calm and perform duties under emergency situations
- Skill and diplomacy in interpersonal relationships
- Ability to maintain effective working relationships with individuals at all levels both within and outside of the department
- Ability to maintain patient and other information in a confidential manner

**C. Qualifications Required:**

High School diploma or equivalent

Completion of Emergency Medical Technician education

Maintain a current State of Wisconsin Emergency Medical Technician license, and a current CPR certification

Valid State of Wisconsin driver's license and a good driving record at time of hire and throughout employment in this position

**D. Title of Immediate Supervisors:** Lieutenant

**G. Supervision Received:** Employee will work under limited supervision

**F. Supervision Exercised:** None

**E. Working Conditions:** While performing the duties of this job, the employee is routinely required to stand, walk, run, stoop, kneel, crouch, climb, and push and pull objects weighing 100 pounds or more, generally with assistance. The employee is routinely required to operate equipment, and is routinely required to lift and carry objects weighing 50 pounds or more.

The employee is frequently at risk for exposure to communicable diseases, blood and other bodily fluids, hazardous materials, dust, moderate levels of noise and vibrations, and sometime exposed to extreme heat or cold and sudden changes in temperature. The employee routinely has contact with the public. The employee frequently has hands-on contact with other human beings, frequent general contact with the public and regularly assumes responsibility for the welfare and safety of others. The incumbent may on occasion be at risk of physical or verbal harm from people and physical harm from machinery and animals. The incumbent has irregular hours, is required to work a weekly shift assignment, and is required to attend in-service training sessions and to work standby duty during emergencies. Consumption of alcoholic beverages prior to responding to calls, or while on duty, is forbidden.

The employee is frequently expected to speak and hear conversation within a noisy environment and a normal working environment and to communicate by telephone or radio. The employee typically works with others to accomplish tasks and sometimes works alone with others in the vicinity. The employee should be appropriately attired to present a clean, professional appearance to the Public.

**H. Supplemental Information:**

Individuals in this position must be able to work on-call hours, respond to emergency call-in, work a weekly shift assignment, attend Department in-service training sessions, and attend mandatory continuing education classes conducted by outside agencies.

**Disclaimer:** The above information on this description has been designed to indicate the general nature and level of work performed by employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

**Approvals:**

Human Resources Manager

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

Department Head or Designated representative

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

Incumbent

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



Human Resources Department  
11333 N Cedarburg Rd  
Mequon, Wisconsin 53092  
Phone (262) 236-2915  
Fax (262) 242-9819  
[www.ci.mequon.wi.us/employment](http://www.ci.mequon.wi.us/employment)

## EMPLOYMENT APPLICATION

Complete and forward to the Fire Chief on Buntrock Ave

### APPLICANT INFORMATION

Title of Position Applied for \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

List any other names by which you have been known on official records \_\_\_\_\_

Social Security Number \_\_\_\_\_

Drivers License Number \_\_\_\_\_ State \_\_\_\_\_

Are you 18 years of age or older? Yes  No  If under 18, how old are you? \_\_\_\_\_

Due to limitations on employment of relatives, list the names and exact relationships of any relatives who are City of Mequon employees:

\_\_\_\_\_

List any licenses, registrations and/or certificates you possess that are related to the job you are applying for:

\_\_\_\_\_

In accordance with the Immigration Reform and Control Act of 1986, the City will employ only persons legally authorized to work in the United States. Employment if offered, is conditional upon the individual's ability to establish verification of identity and authorization to work within three business days of commencement of employment.

The City requires pre-employment drug testing.

*THE CITY OF MEQUON IS AN EEO/AFFIRMATIVE ACTION EMPLOYER. ALL INDIVIDUALS INCLUDING WOMEN, MINORITIES AND THOSE WITH DISABILITIES ARE ENCOURAGED TO APPLY.*

## EDUCATION AND TRAINING

Circle the highest grade or year completed in school: 1 2 3 4 5 6 7 8 9 10 11 12

Did you graduate from High School?  Yes  No If Yes, Name and Location of High School \_\_\_\_\_

Have you passed a high school equivalency or G.E.D. Test?  Yes  No

Training beyond high school (college or university, nursing, business college, military or other training you have received). Under credits earned, indicate Q for quarter hours or S for semester hours.

NAME AND LOCATION OF SCHOOL	FULL OR PART TIME	DATES ATTENDED FROM TO Mo. Yr. Mo. Yr.	CREDITS EARNED	MAJOR OR FIELDS OF STUDY	TYPE OF DEGREE/ DATE COMPLETED

## EMPLOYMENT HISTORY

Begin with current or most recent employment and work back. Account for all time during the past ten years, including periods of unemployment. IN ADDITION, LIST ANY OTHER PAID OR UNPAID WORK EXPERIENCE THAT MAY QUALIFY YOU FOR A POSITION. IF MORE SPACE IS NEEDED, SEE FOLLOWING PAGE.

Current or last employer	From (month/year): _____ To (month/year): _____
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Address	Salary/Wage: \$ _____ per _____
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Your Title	<input type="checkbox"/> Part time <input type="checkbox"/> Full time Hours per week: _____
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Supervisor's Name, Title and Phone Number	Reasons for leaving: _____
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Duties: \_\_\_\_\_

### PLEASE USE NEXT PAGE TO LIST PREVIOUS EMPLOYMENT

If you are PRESENTLY  or were PREVIOUSLY  employed by the City of Mequon, list the following:

POSITION TITLE	DEPARTMENT	FROM (MO./YR.)	TO (MO./YR.)

If you have ever been convicted of an offense other than minor traffic violations, list details below. IF YOU LIST CONVICTIONS, PROVIDE YOUR BIRTHDATE ON PAGE 5. THIS INFORMATION WILL BE USED FOR CONVICTION VERIFICATION ONLY. Use separate sheet if necessary:

CHARGE	DATE	LOCATION	COURT	DISPOSITION OF CASE

NOTE: Convictions are not an automatic bar to employment but are reviewed in relation to the job for which you applied. Convictions not reported may be cause for rejection or discharge. Your conviction record will be obtained from the State of Wisconsin.

**READ CAREFULLY BEFORE SIGNING:** I certify that all answers to questions on this application are true and complete. I understand that falsification of this application may result in disqualification or removal from a City position. I also understand that covered employees are compensated for overtime work in accordance with the Fair Labor Standards Act. Individuals should discuss overtime pay practices with the appointing authority prior to accepting employment with the City. I authorize the City to make any inquiries about and receive any information about my suitability for employment. I give permission to persons contacted to provide such information. I forever waive, release and covenant not to sue any person or organization for any result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality, and I will not request copies of such information. A copy of this authorization shall be effective as the original.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### EMPLOYMENT HISTORY (Continued)

Employer	From (month/year): _____ To (month/year): _____
Address	Salary/Wage: \$ _____ per _____
Your Title	<input type="checkbox"/> Part time <input type="checkbox"/> Full time    Hours per week: _____
Supervisor's Name, Title and Phone Number	Reasons for leaving: _____
Duties: _____	
Employer	From (month/year): _____ To (month/year): _____
Address	Salary/Wage: \$ _____ per _____
Your Title	<input type="checkbox"/> Part time <input type="checkbox"/> Full time    Hours per week: _____
Supervisor's Name, Title and Phone Number	Reasons for leaving: _____
Duties: _____	
Employer	From (month/year): _____ To (month/year): _____
Address	Salary/Wage: \$ _____ per _____
Your Title	<input type="checkbox"/> Part time <input type="checkbox"/> Full time    Hours per week: _____
Supervisor's Name, Title and Phone Number	Reasons for leaving: _____
Duties: _____	
Employer	From (month/year): _____ To (month/year): _____
Address	Salary/Wage: \$ _____ per _____
Your Title	<input type="checkbox"/> Part time <input type="checkbox"/> Full time    Hours per week: _____
Supervisor's Name, Title and Phone Number	Reasons for leaving: _____
Duties: _____	

City of Mequon

Supplementary Applicant Information

No applicant for employment shall be discriminated against because of race, color, creed, religion, sex, genetic testing, sexual orientation, marital status, service in the armed forces, national origin, ancestry, age, arrest, or non-job-related conviction record, non-job-related physical or mental disability, or the use or nonuse of lawful products off the employer's premises during non-working hours.

Completion of this form is voluntary. We ask, however, for your cooperation by providing the following information. It will be treated confidentially and used only to help us monitor the City's equal employment efforts and to comply with federal record keeping requirements.

PLEASE PRINT OR TYPE

1. Name: \_\_\_\_\_  
Last First Middle

2. Position applied for: \_\_\_\_\_

3. How did you become aware of this vacancy? \_\_\_\_\_

If internet, what website? \_\_\_\_\_

4. Sex : MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

5. Race (please check one);

- A. Black/African American (not of Hispanic origin)
- B. Hispanic/Chicano/Puerto Rican/Mexican/Cuban/Central or South American
- C. White/Caucasian/European/North African/Middle Eastern
- D. Native American Indian/Alaskan Native
- E. Asian American/Pacific Islander/Far Eastern/Indian subcontinent or Southeastern Asian (i.e., China, Japan, Korea, Philippine islands, Samoa)

6. List any languages, other than English, which you speak fluently: \_\_\_\_\_

7. If you have listed offenses (see page 2 of application), provide birthdate \_\_\_\_\_. This information will be used for verification only.

The above-completed information is true to the best of my knowledge.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*SELECTION PROCESS ACCOMMODATIONS*

In accordance with State and Federal laws, the City of Mequon is committed to ensure non-discrimination in employment of qualified individual with disabilities.

Under the Americans with Disabilities Act, an individual with a disability is defined as one who: has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; is regarded as having such impairment.

“Major life activities” means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working.

The following information will be treated confidentially and used only to provide necessary accommodations during selection process. Requests for accommodations must be made prior to the commencement of the selection process so that arrangements can be made.

Will you require any special accommodations during the selection process?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, what kind of accommodation(s) will you need?

- \_\_\_\_\_ A signer
- \_\_\_\_\_ A reader
- \_\_\_\_\_ Extra time
- \_\_\_\_\_ Other (Please describe) \_\_\_\_\_

Comments:

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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Provisions of the selection process accommodations may be granted by the Human Resources Department only after review and evaluation on a case by case basis. Factors considered will include the nature of the selection process and the knowledge, skills, and abilities required for the job.*