

# Applicants a company or organization essay

[Business](#), [Management](#)



One of the most important decisions for recruiting will be establishing what types Of applicants a company or organization is seeking, specifically, what type of work experience and skills a company is looking for. Most employers focus on pre-hire outcomes, such as whether open positions were filled in a timely manner, but increasingly some also give attention to post-hire outcomes, such as the initial job performance of new hires and their retention rate. Thus, in posting the vacancy, share the external job description, the number of vacancies, pay grade with minimum and maximum values, work schedule, union status, and the deadline that all applications must be turned in by. Once the posted job vacancy becomes available, then there is a job application filled out by a possible candidate. This candidate will be asked several questions regarding their background elements, and at times can include specific questions regarding the job and its essential job duties. Once completed and reviewed, the candidate goes through an additional series of tests to prove that he or she belongs in a many, or in this case in the City of Williams Fire Department.

Finally, throughout the world there are diverse amounts of culture and to attract that diversity is what an organization needs to accustom itself to the culture or it operates in. Job Description As defined by US Legal, " A job description is the official written account of an employment position. It is a structured and factual statement of a job's functions and objectives, and should give the boundaries of the position holder's authority. This account usually lists the typical tasks to be performed by the position holder, the training, education, and experience required to do he work, and it includes a description of the essential functions to be performed. " Therefore, a

company should view the job description as a tool used to allow incumbents to be aware and understand the requirements that would be expected for them to accomplish while on-the-job, as well as the rewards. In an attempt to ensure the company has an informed applicant, when posting an open position an external job description with a list of essential elements of the job can be used to describe the vacant position.

The essential elements of job description would include the following: (1) Summary; (2) Duties and Responsibilities; (3) Knowledge, Skills, and Abilities; (4) Minimum Qualifications; (5) Experience Required; (6) Physical Requirements, and (7) Authority. Below is an example of a job description for a Firefighter Recruit.

Job Description -? Firefighter Recruit

(1) Summary The primary function of a Firefighter within the City of Williams is to protect the community from disastrous situations, including house and building fires, and promote an environment of public safety within the City of Williams Fire Department's response area. This position also participates in fire prevention ND inspection activities, equipment and quarters maintenance, and training dealing with all phases of fire suppression, prevention, inspection, rescue and emergency operation. An employee in this classification performs the duties of other employees in the Fire Department, in their absence or as assigned.

(2) Duties and Responsibilities Essential:

- 1 . Responds to fire alarms and extinguishes fire.

2. Responds to calls for emergency medical services, and renders first aid.
3. Performs salvage operations such as throwing salvage covers, sweeping

water and removing debris. 4. Responds to and renders assistance in emergency cases. 5.

Cleans and inspects equipment and apparatus after returning from a fire. 6. Inspects equipment and apparatus and notifies superior officer of any defects. 7.

Makes minor repairs to equipment and apparatus, performs routine preventative maintenance tasks, and keeps records of such action. 8. Keeps fire station, equipment and grounds in a clean and orderly condition; 9. Participates in training activities and instruction sessions. 10. Enters inspection, training and (on occasion) fire and emergency medical service calls into the records management systems. 11. Performs all work duties and activities in accordance with City policies and procedures.

2. Follows City- wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook. Non- essential: 1 . May respond to emergency calls for specialized service such as hazardous materials, confined spaces rescue, extrication and technical rescues that include high angle, below grade, swift water, trench and collapse rescues. 2.

May respond to non-emergency calls for infant car seat installations, various complaints, fire prevention demos, etc. . Deals with social service related areas of emergency response by assisting victims and relatives of victims of traumatic events. 4. Responsible for all other duties as assigned. (3)

Knowledge, Skills, and Abilities Knowledge of: 1 . The geography of the City

of Williams and surrounding areas, or the ability to quickly learn this information, including the streets system, hydrant locations, the layout and location of public utilities and potentially hazardous materials or substances.

2.

Specialized fire fighting vehicles and equipment. 3. Current strategies for all types of fire such as commercial, residential, airport, flammable and combustible liquids, vehicle, etc. 4. Emergency Medical Technician (MET) techniques and related medical equipment. 5. Basic mathematical and science skills.

6. Uniform fire code for inspection purposes. 7.

Emergency response records systems, communications equipment and use, fire computer applications and incident reporting procedures. 8. Computers and related software. Ability to: 1 . Make determinations as to the best course of action for fighting fires or responding to other related emergency situations; 2. Work under extremely stressful situations, day and night, which result from a fire and other emergencies, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property; 3.

Successfully meet the City of Williams Fire Department's requirements and pass entry exams; 4. Work within a command structure requiring strict adherence to the following of orders; 5. Learn and correctly apply routine division and department policies and procedures; 6. Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of

time-sensitive deadlines; 7. Operate a personal computer using program applications appropriate to assigned duties; 8. Communicate effectively both orally and in writing with the public and other employees. (4) Minimum Qualifications High school diploma or GEED equivalency; and Must be at least 18 years of age at the time of application; Preferred Qualifications: Paramedic's Certification.

(5) Experience Required Emergency Medical Technician's Certification; or Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work. 6) Physical Requirements Pass a Physical Fitness Test (7) Authority 1 Supervision Received: The work is performed under the direct supervision of a Fire Captain. 2. Supervision Exercised: None Job Application There are many items to consider when doing a job application. Designing applications to specifically fit a job can be done through following the job description and the essential duties and responsibilities of the job. Thus, finding the requirements through the use of the job description, then turning them into mandatory questions on the job application to assist in the hiring process. It also provides the recruit a realistic idea of what will be expected of him or her if they do get the position.

Thus, when determining which questions to ask, you need to ask yourself " is this necessary to the job or Job Application -? Firefighter Recruit Contact Information Name Street Address City State Zip Phone Number Primary Alternate E-mail Address Personal Information Do you have a valid Driver's License? CLC yes Driver's License Number Class Date of Birth (mm/ad/hay)

Do you have proof of your legal right to work in the U. S.? CLC Yes

Preferences Minimum Compensation Requirements? Per hour per year When are you available to work? CLC Day C] Rotating C] Evening 0 Weekends L]

Night On-Call Are you willing to relocate? (Optional) 0 Yes What type of work are you looking for? (Optional) Regular C] Internship C] Seasonal C]

Voluntary C] Temporary What type of work will you accept? (Optional) Full-Time C] Part-Time 0 Per Diem Objective: (Optional) Work Experience

Additional Information Certificates & Licenses Skills Languages Supplemental

Information References 2. 3. Questions Have you ever been convicted of, plead guilty to, or no contest to, received probation, deferred adjudication or been placed on any form of diversion for any criminal offense

(misdemeanors and/or felony), in adult court? This does not apply to simple traffic tickets. A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.

Yes If you answered “ Yes” to the above question, please provide the type of offense(s), the date(s) and the location(s) of each offense. If this question does not apply to you, type “ Anna as your response. Have you incurred any traffic violations within the last three (3) years? (Do not include parking tickets. ) f you have incurred traffic violations, please provide charge and date. Do you have any relatives who are currently employed by the City of Williams? If you answered “ Yes”, please give details.

Bayou answered “ No”, type “ AN’ as your response. Have you ever been involuntarily terminated, discharged, forced or asked to sign from any job? Yes No Are you currently employed?