|  |
| --- |
| **Application Instructions:**  Read the job description before completing the application. Answer all questions completely, including any supplemental questionnaire forms. Type or print all answers. Sign this application and all other forms. **Resumes may not be submitted in lieu of the requested information.** Any omission, misstatement or falsification may be cause for rejection of this application or discharge from the District. Applications must be **received** by the proposed deadline, whether submitted in person or by mail or fax. Puerco Valley Fire District is not responsible for applications that are not received by the posted deadline, are incomplete or illegible. |

**GENERAL INFORMATION**

Position Applying For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Last, First, MI): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City: \_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_ Zip Code: \_\_\_\_\_\_ Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Message Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you have a legal right to work in the U.S.** \_\_\_\_\_Yes \_\_\_\_\_No

All new hires will be required to submit verification of the legal right to work in the United States within three (3) business days beginning with their first day of work. In accordance with the right to work stated in the Immigration Reform and Control Act of 1986, we are legally prohibited from employing anyone who cannot provide such verification.

**EDUCATION, TRAINING, AND SKILLS**

***Proof of education, Professional Registration(s)m License(s)m and certification(s) may be required prior to hire.***

**Do you have a high school diploma or a G.E.D.? \_\_\_\_\_Yes \_\_\_\_\_ No** If no, please indicate highest grade completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Education Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of High School/College/University | Major | Type of Degree | Degree Completed | Credit Hours |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Professional Registrations, Licenses, and/or Certifications that relate to this position; (i.e., Firefighter I/II, Paramedic, etc.) use back of sheet if necessary)**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Professional Registration, License, and/or Certification | License Number  (If applicable) | Date Received | Expiration Date  (If applicable) |
|  |  |  |  |
|  |  |  |  |

**List any specialized training:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**List equipment and/or computer applications you are proficient in operating:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Driver’s License Information: (**This section will only be considered if applicable to the position

for which you apply)

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have a valid Driver’s license | Driver’s License Number | State | Classification |
|  |  |  |  |

**Are you a Veteran?** \_\_\_Yes \_\_\_No **Branch of Service:\_\_\_\_\_\_\_\_ Date of Discharge: \_\_\_\_\_\_\_\_\_\_**

**(Please attach DD214)**

|  |
| --- |
| Begin with your present or most recent employer. List all jobs, paid or volunteer, over the last ten years. Provide detail for multiple jobs with single employer. Include any experience prior to ten years that relates to the position. Your qualifications will be evaluated on the information provided on this application form and, if applicable, any supplemental questionnaire forms. |

|  |
| --- |
| **Position Title: Employment Dates (mo/yr) From: To:** |
| Employer: Phone Number: |
| Address: City: State: Zip: |
| Direct Supervisor: Phone Number: |
| Annual Salary: Hours per week: Number of Employees Supervised: |
| Primary Job Duties: |
| **May we contact your present or most current employer? Yes No** |
| **Reason for wanting to leave:** |

**Applicant’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IF NECESSARY, YOU MAY MAKE ADDITIONAL COPIES OF THIS SHEET**

|  |
| --- |
| **Position Title: Employment Dates (mo/yr) From: To:** |
| Employer: Phone Number: |
| Address: City: State: Zip: |
| Direct Supervisor: Phone Number: |
| Annual Salary: Hours per week: Number of Employees Supervised: |
| Primary Job Duties: |
| **May we contact your present or most current employer? Yes No** |
| **Reason for wanting to leave:** |

|  |
| --- |
| **Position Title: Employment Dates (mo/yr) From: To:** |
| Employer: Phone Number: |
| Address: City: State: Zip: |
| Direct Supervisor: Phone Number: |
| Annual Salary: Hours per week: Number of Employees Supervised: |
| Primary Job Duties: |
| **May we contact your present or most current employer? Yes No** |
| Reason for wanting to leave: |

**Applicant’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Position Title: Employment Dates (mo/yr) From: To:** |
| Employer: Phone Number: |
| Address: City: State: Zip: |
| Direct Supervisor: Phone Number: |
| Annual Salary: Hours per week: Number of Employees Supervised: |
| Primary Job Duties: |
| **May we contact your present or most current employer? Yes No** |
| Reason for wanting to leave: |

**Professional References**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Telephone | Years Known |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**To assist with verifying previous work experience and/or education, please list other names you have gone by:**

**Applicant’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have you ever been terminated, discharged, or resigned in lieu of termination due to misconduct or unsatisfactory performance or service?**

**\_\_\_\_\_\_Yes \_\_\_\_\_\_ No. If yes, please name the employer, explain the circumstances, and date (mo/yr).**

**Have you ever been convicted of, admitted committing, are awaiting trial, or been placed on probation for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)?**

* **You must answer YES even if the matter was later dismissed, deferred, vacated, expunged, or had any other legal action taken that may have removed the matter from court records.**
* **If you answer YES, you must provide date of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).**

**\_\_\_\_\_Yes \_\_\_\_\_No Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMPLOYMENT POLICY**

|  |
| --- |
| **It is the policy of the Puerco Valley Fire District to grant equal employment opportunity to all persons in all terms, conditions, and privileges of employment, without regard to race, creed, color, sex, religion, national origin, age, marital status, physical/mental disability, sexual orientation, or veteran status** |

**PUERCO VALLEY FIRE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**

|  |
| --- |
| **PLEASE READ THE FOLLOWING STATEMENTS AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW** |

* By signing this application, I certify that all statements made on this form are true and complete to the best of my knowledge. I understand that any omission, misstatement, or falsification may be cause for rejection of this application and/or discharge from employment.
* I understand that all documents requested and/or submitted, such as, but not limited to a cover letter, resume, certifications, and reference letters are a part of the total application packet. Failure to submit all required documents shall cause my application to be eliminated from consideration.
* I also authorize the Puerco Valley Fire District to make all necessary and appropriate investigations allowable by law to verify the information concerning my employment.
* I understand that any offer of employment will be conditional upon the results of a criminal background investigation, social security verification, and a driver’s license check (if applicable to the position)
* I understand that any offer of employment will be conditional upon the successful completion of a drug screening test.
* I understand that my employment is at will, that the terms and benefits provided to me do not constitute and contractual relationship between myself and the District, is for no definite period and is terminable by myself or the District with or without notice or cause. No oral statements or representations made either before or during employment can change or modify this non-contractual and at-will relationship.
* I understand that in consideration for my employment, I agree to comply with all Federal, State and Local laws, as well as District policies, procedures, rules/regulations, and guidelines, which may be changed from time to time.
* If employed, I authorize the District to deduct from my earnings amounts sufficient enough for my payments to cover financial liability which I may incur during my employment. This may include, but not be limited to, damage to or loss of District property, group insurance premiums, tuition reimbursement, and lost tools/equipment/supplies.
* I understand that this application will remain active only for the job opening for which I have applied and will become inactive upon completion of the associated hiring process.
* I understand that is my responsibility to keep the District advised of any changes of address and/or phone number. I have read the above and understand its content and meaning and agree to all its provisions.

**Applicants Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicants Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

I voluntarily and knowingly authorize, for employment purposes only, any present or past employer or supervisor, university or institution of learning, administrator, law enforcement agency, state agency, federal agency, credit bureau, private business, military branch or National Personnel Records Center, the bureau of Criminal Apprehension, personal reference and/or other persons or organizations, to give record of information requested to the Puerco Valley Fire District and/or its agents or representatives. I understand that, if hired, my consent will apply throughout my employment with the District.

**Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**