



Riverside Fire Authority
1818 Harrison Avenue, Centralia WA 98531
360/736-3975 • Fax 360/330-5573
Application for Employment
Volunteer Recruitment/Retention Coordinator

NOTE: If you require any special accommodation in filling out this application, please call (360) 736-3975

Date of Application: _____

Application Score: _____

Position Applied for: *Please check one*

FF/PM

FF/EMT

Admin/Office

Volunteer

Reserve

Resident

Do you have a current EMT certificate?

Yes No

Currently Enrolled

Do you have a current Paramedic certificate? Yes No

Currently Enrolled

PERSONAL INFORMATION

Name _____
Last First Middle Initial

Mailing Address _____
City State Zip

Email Address _____

Primary Telephone () _____

Are You 18 Years or Older? Yes No

Have you ever been employed by us before? Yes No If Yes, give dates: _____
From To

Relatives Employed by Riverside Fire Authority: _____

(Having a relative employed by the Authority will not necessarily bar you from employment)

Relationship: _____

RIVERSIDE FIRE AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER AND SHALL NOT DISCRIMINATE AGAINST AN EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE, MARITAL STATUS, NATIONAL ORIGIN, OR PHYSICAL DISABILITY UNLESS BASED UPON A BONA FIDE OCCUPATIONAL QUALIFICATION. IF YOU BELIEVE THAT YOU HAVE BEEN DISCRIMINATED AGAINST, YOU SHOULD NOTIFY THE AUTHORITY'S HUMAN RESOURCE MANAGER IMMEDIATELY.

EMPLOYMENT EXPERIENCE

Beginning with your present or most recent employment, list all your work experience for at least the last ten years, including periods of self-employment, volunteer activities, & U.S. military service.

Attach separate sheets if necessary.

Employer's Name:		From:	To:
Address:		Supervisor:	
Phone:	Hours Worked Per Week:		
Position:			
May We Contact this Employer		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number of Employees Supervised by You:			
Reason for Leaving:			
Primary Duties:			
Employer's Name:		From:	To:
Address:		Supervisor:	
Phone:	Hours Worked Per Week:		
Position:			
May We Contact this Employer		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number of Employees Supervised by You:			
Reason for Leaving:			
Primary Duties:			
Employer's Name:		From:	To:
Address:		Supervisor:	
Phone:	Hours Worked Per Week:		
Position:			
May We Contact this Employer		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number of Employees Supervised by You:			
Reason for Leaving:			
Primary Duties:			

EMPLOYMENT EXPERIENCE CONTINUED

Employer's Name:		From:	To:
Address:		Supervisor:	
Phone:	Hours Worked Per Week: _____		
Position:			
May We Contact this Employer <input type="checkbox"/> Yes <input type="checkbox"/> No			
Number of Employees Supervised by You:			
Reason for Leaving:			
Primary Duties:			
Employer's Name:		From:	To:
Address:		Supervisor:	
Phone:	Hours Worked Per Week: _____		
Position:			
May We Contact this Employer <input type="checkbox"/> Yes <input type="checkbox"/> No			
Number of Employees Supervised by You:			
Reason for Leaving:			
Primary Duties:			
Employer's Name:		From:	To:
Address:		Supervisor:	
Phone:	Hours Worked Per Week: _____		
Position:			
May We Contact this Employer <input type="checkbox"/> Yes <input type="checkbox"/> No			
Number of Employees Supervised by You:			
Reason for Leaving:			
Primary Duties:			

EDUCATION

High School:		Address:	
Years Completed:	Did you graduate?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Degree:
College		Address:	
Years Completed:	Did you graduate?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Degree:
Technical School		Address:	
Years Completed:	Did you graduate?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Degree:
Other School/Training		Address:	
Years Completed:	Did you graduate?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Degree:

Please Indicate any FOREIGN languages you speak, write, and/or read.

	FLUENT	GOOD	FAIR
SPEAK			
WRITE			
READ			

ADDITIONAL INFORMATION

Describe any job-related training received in the United States Military.

Human Resource/Marketing training not listed above.

Experience with Volunteers and/or Public Safety.

Summarize special Job-related skills and qualifications acquired from employment or other experience.

Summarize any additional information you feel may be helpful to us in considering your application.

REFERENCES/BUSINESS AND PERSONAL

1. *Name:* _____ *Phone Number:* _____
Address: _____ *Relationship-i.e. friend, co-worker:* _____
2. *Name:* _____ *Phone Number:* _____
Address: _____ *Relationship-i.e. friend, co-worker:* _____
3. *Name:* _____ *Phone Number:* _____
Address: _____ *Relationship-i.e. friend, co-worker:* _____
4. *Name:* _____ *Phone Number:* _____
Address: _____ *Relationship-i.e. friend, co-worker:* _____

DRIVING RECORD

To be completed with application. This does not take the place of a WA State Driving Record which you may be asked to provide.

Name: _____
(Please Print) (Last, First, Middle Initial)

Social Security Number _____ Driver's License Number _____

List any notices of infraction or traffic citations which you have received in the past 5 years.

If more space is needed, please attach additional sheets of paper

STATE	MONTH/YEAR	TYPE OF INFRACTION

Driving Standards:

Applicants for positions in which the occupant is expected to operate a motor vehicle must be at least 18 years of age and will be required to present a valid Washington State driver's license with any necessary endorsements. Applicants may be disqualified under the following circumstances:

Violations More than two moving violations within the preceding three years; or reckless driving violation within the preceding five years; or driving while intoxicated within the preceding five years.

Accidents More than one motor vehicle accident within the preceding three years for which the applicant a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty" or "nolo contendere."

Infractions or citations will not necessarily remove you from consideration, but Riverside Fire Authority will consider your driving record and insurability when making employment decisions. The information provided above is true to the best of my knowledge. I understand that providing false information is cause for elimination in the selection process or dismissal from employment.

Applicant's Signature: _____ Date: _____

ACKNOWLEDGEMENT

I certify that the information I have given on this application is true, complete, and correct, and I understand that any false information or the omission of information may be considered as sufficient reason for denial of employment or termination of employment if I become an employee. I recognize that completion of this application does not mean that I will be accepted as an employee and does not obligate Riverside Fire Authority to accept me as an employee. If accepted for employment, I agree to abide by all rules, regulations and policies established by the RFA and its managers and other persons in charge. I understand that, if accepted as an employee, my employment is at-will (unless otherwise notified), which means either RFA or I can terminate employment for any reason or no reason. This application is not an agreement or contract for employment. If offered a position and at any time thereafter, I consent to medical examination as may be required to determine my fitness to perform the duties of my then current position with Riverside Fire Authority.

Initial _____

I understand that I may be required to undergo drug screening tests as a condition of my employment. To comply with this requirement, I consent to providing a sample of my urine and/or other physical samples (such as blood or hair) after I am offered the position and prior to the start date of my position and again at any time so requested. Specimens will be tested for both legal (prescription drugs) and illegal substances. A positive test for legal substances will require proof of current prescription. I further consent to allow any doctor, hospital, or testing laboratory to conduct any medical test or examination as may be required by Riverside Fire Authority as a condition of my employment, and I hereby give my consent to the release of all information which Riverside Fire Authority deems necessary to determine my ability to perform the essential duties of my position now or in the future. I further understand that refusal to submit to an alcohol or drug screen test at any time will result in immediate termination of my employment with Riverside Fire Authority.

Initial _____

I hereby authorize Riverside Fire Authority to investigate my employment/volunteer history with former employers and volunteer organizations and to make any further investigation deemed necessary in connection with my application for employment, including a criminal history check, driving history check, child abuse clearance check, elder abuse clearance check, FBI background check, and other such inquiries. I release Riverside Fire Authority and informants from all liability resulting from such inquiries. I waive all rights to see or review the information so furnished. I agree to immediately notify (24 hours) Riverside Fire Authority of any instance in which I am arrested or convicted of any felony or misdemeanor.

Initial _____

I certify that I am not now, not have I ever been excluded from any state or federal health care program. I further understand that if it is determined that I was so excluded; my position with Riverside Fire Authority may be terminated. I agree to immediately notify (within 24 hours) Riverside Fire Authority if I learn that I am being excluded from participation in any federal or state healthcare programs.

Applicant's Signature: _____ Date: _____

Printed Name: _____

VETERAN'S STATUS DECLARATION

Name _____
Last First Middle Initial

Date _____

RCW 41.04.010 provides veteran's scoring criteria status to be added to the passing grade of certain veterans.
RCW 41.04.007 "Veterans" defined for certain purposes.
RCW 73.16.010 provides for preference in public employment.

1. I certify that:

- a. I have been released from active military service or I am in receipt of separation order; AND
- b. I received an honorable discharge or discharge for medical reasons with an honorable record.

Yes No

IF YOU ANSWERED "NO" TO THE ABOVE, YOU ARE NOT ELIGIBLE FOR VETERAN'S SCORING CRITERIA STATUS.

2. Have you been appointed to a position with a state, county or municipal; or other subdivision of the State of Washington AFTER you were eligible for veteran's points?

Yes No

If "Yes" Job Title: _____ Date Appointed: _____

Employer: _____

IF YOU ANSWERED "YES" TO THE ABOVE, YOU ARE NOT ELIGIBLE FOR VETERAN'S SCORING CRITERIA STATUS.

3. Scoring Criteria Status Claimed (Check one if you are eligible):

Ten Percent (10%) to a veteran who served during a period of war or in an armed conflict as defined in RCW 41.04.005 and does not receive military retirement. The percentage shall be added to the passing mark, grade or rating of competitive examinations until the veteran's first appointment. The percentage shall not be utilized in promotional exams.

Five Percent (5%) to a veteran who did not serve during a period of war or in an armed conflict as defined in RCW 41.04.005 or is receiving military retirement. The examinations until the veterans first appointment. The percentage shall be added to the passing mark, grade, or rating of competitive examinations until the veteran's first appointment. The percentage shall not be utilized in promotional exams.

VETERAN'S STATUS DECLARATION CONTINUED

Please attach a copy of your United States Department of Defense discharge document, DD Form 214, National Guard Bureau Report of Separation & Service NGB Form 22 or other equivalent or successor discharge paperwork (DD Form 214WS Worksheet, USDVA Verification Letter, Statement of Military Service) that characterizes your service as honorable.

I certify that to the best of my knowledge I am entitled to the veteran's scoring criteria status as set forth in RCW 41.04.010 or the veteran's preference as set forth in RCW 73.16.010, and that by falsely claiming veteran's status I will be disqualified from employment with Riverside Fire Authority.

Applicant's Signature: _____ Date: _____

Printed Name: _____