



## EMPLOYMENT OPPORTUNITY Firefighter/Paramedic (Entry Level)

Applications are being accepted to fill two (2) immediate openings and establish an eligibility list for the classification of Entry Level Firefighter/Paramedic.

**Date Open:** December 10, 2018    **Date Closed:** January 15, 2019  
**Salary:** \$5,006 - \$6,258 mo    **Shift schedule:** 4 platoon, one on three off 42-hour work week  
\$27.50 - \$34.38 hr

### **General:**

The Riverside Fire Authority (RFA) is recruiting for the position of Firefighter/Paramedic. The RFA is a combination career/volunteer department that serves 25,000 residents residing within 185 square miles of Northwest Lewis County including the City of Centralia. The RFA provides a full range of fire protection services as well as fire and injury prevention programs. Emergency Medical Services account for the majority of the emergency responses including primary ALS/BLS response and backup ambulance transportation services when the contracted ambulance service is not available.

### **Education/Experience and Special Requirements:**

- Current Washington State or National Registry EMT- P with a minimum of one (1) year experience working as an EMT-P by application deadline.
- A minimum of one (1) uninterrupted year of documented volunteer or paid Fire Service experience within the last 4 calendar years.
- High School diploma or G.E.D.
- Must be 21 years of age or older.
- A valid driver's license with an acceptable driving record.

### **Application Process:**

All applicants must submit legible, clear, concise, complete information regarding their qualifications for this position. Those candidates whose qualifications best meet the needs of the RFA will be invited to participate further. Applicants are required to submit as part of their application packet copies of their valid driver's license and paramedic credentials.

### **Application Procedure:**

Apply by submitting a letter of interest, application, resume, and copies of applicable Fire/EMS certificates, to the RFA Board Secretary at 1818 Harrison Avenue, Centralia, WA 98531. Applications must be received in the office by January 18, 2019, 5:00 PM. The application form and other documents can be found on our website at [www.riversidefire.net](http://www.riversidefire.net) and click on Employment link. For additional information contact Stephanie Storey, at 360-736-3975 or at [sslorey@riversidefire.net](mailto:sslorey@riversidefire.net).

The Authority is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, sexual orientation, disabled veteran status, veteran status, physical, mental or sensory disability. Women, minorities, veterans and persons with disabilities are encouraged to apply. The Authority will provide reasonable accommodation for persons with disabilities during the selection process, if requested. Please notify the Authority of the accommodation needed, preferably at the time of applying. Only United States citizens and aliens lawfully authorized to work in the United States are eligible for employment. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.

## AGENCY DISQUALIFIERS

The following items are automatic and potential disqualifiers. Applicants should not apply to our agency if they possess any of the automatic disqualifiers. Potential disqualifiers will be considered on a case by case basis.

### Application

Automatic      falsification or lied during any portion of the employment application/testing process

### Driving:

Automatic      1 or more traffic crime convictions in last 5 years (DUI, Physical Control, Reckless Driving).

Automatic      Driver's License Suspension within last 3 years

Automatic      Ignition interlock device restriction

Potential      Multiple traffic infractions within last 5 years

### Drug usage:

Automatic      conviction of illegal use or delivery of drugs within last 5 years

Potential      untreated alcohol or substance abuse

### Criminal activity:

Automatic:      Any adult felony conviction

Automatic:      Unlawful sexual misconduct

Automatic:      Domestic violence conviction

Potential:      Adult misdemeanor convictions will be closely reviewed

Potential:      Juvenile felony conviction

### Employment/Financial:

Potential:      Unsatisfactory work history

Potential:      Negative personal or professional references

## Riverside Fire Authority Membership Application

<b>POSITION:</b> <input type="checkbox"/> Firefighter/Paramedic		DATE
<input type="checkbox"/> Volunteer <input type="checkbox"/> Administrative		
NAME	WK. PHONE	HM. PHONE
ADDRESS	D.O.B.	SOC. SEC. NO.
CITY	STATE	ZIP
		DRIVER LIC. NO.
Do you have any conditions which would prevent you from performing in this position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what accommodations would you need, if any, to assist you in performing your duties?		

### EDUCATIONAL HISTORY

	DEGREE	YEAR	MAJOR
HIGH SCHOOL			
COLLEGE			
COLLEGE			
OTHER			
OTHER			

### EMPLOYMENT HISTORY (List all employers for previous 3 years)

CURRENT OR LAST EMPLOYER	PHONE	FROM - TO
ADDRESS		HRS./WK
TITLE/POSITION	IMMEDIATE SUPERVISOR	
JOB DESCRIPTION		
REASON FOR LEAVING		

PREVIOUS EMPLOYER	PHONE	FROM - TO
ADDRESS		HRS./WK
TITLE/POSITION	IMMEDIATE SUPERVISOR	
JOB DESCRIPTION		
REASON FOR LEAVING		

PREVIOUS EMPLOYER	PHONE	FROM - TO
ADDRESS		HRS./WK
TITLE/POSITION	IMMEDIATE SUPERVISOR	
JOB DESCRIPTION		
REASON FOR LEAVING		

**VOLUNTEER EXPERIENCE** (List any organization you have volunteered for)

VOLUNTEER ORGANIZATION	PHONE	FROM - TO
ADDRESS	HRS./WK	
TITLE/POSITION	IMMEDIATE SUPERVISOR	
JOB DESCRIPTION		
REASON FOR LEAVING		

VOLUNTEER ORGANIZATION	PHONE	FROM - TO
ADDRESS	HRS./WK	
TITLE/POSITION	IMMEDIATE SUPERVISOR	
JOB DESCRIPTION		
REASON FOR LEAVING		

**RELATED EXPERIENCE, SKILLS, AND CERTIFICATES**

EXPERIENCE:		
CERTIFICATES	EXP. DATE	SKILLS

RIVERSIDE FIRE AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY. BY SIGNING THIS FORM, I AM CERTIFYING THAT ALL ANSWERS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT UNTRUTHFUL OR MISLEADING ANSWERS MAY BE CAUSE FOR REJECTION OF MY APPLICATION, REMOVAL OF MY NAME FROM THE REGISTER, OR DISMISAL IF ALREADY EMPLOYED. I FURTHER AUTHORIZE THE FIRE AUTHORITY TO MAKE ANY NECESSARY INVESTIAGTION TO VERIFY THE TRUTH AND ACCURACY OF MY APPLICATION PACKAGE INFORMATION.

**PLEASE SUBMIT A COPY OF YOUR SOCIAL SECURITY CARD AND DRIVER'S LICENSE UPON APPLICATION.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

## CONVICTION/CRIMINAL HISTORY INFORMATION

This form must be completed to be considered for employment

When considering individuals for employment (both career and volunteer), conviction/criminal history records are reviewed as they are related to the content and nature of the work, and the safety and security of the Fire Authority staff and the public. A conviction/criminal history does not necessarily disqualify an individual for employment/volunteer membership. Criminal history records will be subject to a satisfactory criminal conviction report. Applicants will be asked to sign a separate release form. Applicants who do not sign the release will be removed from the consideration of employment/volunteer membership.

**INSTRUCTIONS:** Complete ALL sections and sign below. The information you provide will be used only as it relates to the consideration for employment (paid and volunteer).

Name:

Social Security Number:

### CRIMES AGAINST PERSONS AND CRIMES RELATING TO FINANCIAL EXPLOITATION:

Have you ever been convicted of any of the crimes listed below?

YES

NO If yes, check all that apply and describe in space below.

- |   |   |
|---|---|
| <input type="checkbox"/> Arson                      | <input type="checkbox"/> Malicious Harassment                       |
| <input type="checkbox"/> Assault, Custodial         | <input type="checkbox"/> Manslaughter                               |
| <input type="checkbox"/> Assault, Simple            | <input type="checkbox"/> Murder, Aggravated                         |
| <input type="checkbox"/> Assault                    | <input type="checkbox"/> Murder                                     |
| <input type="checkbox"/> Burglary                   | <input type="checkbox"/> Patronizing a Juvenile Prostitute          |
| <input type="checkbox"/> Child Abandonment          | <input type="checkbox"/> Promoting Pornography                      |
| <input type="checkbox"/> Child Abuse or Neglect     | <input type="checkbox"/> Promoting Prostitution                     |
| <input type="checkbox"/> Child Buying or Selling    | <input type="checkbox"/> Prostitution                               |
| <input type="checkbox"/> Child Molestation          | <input type="checkbox"/> Robbery                                    |
| <input type="checkbox"/> Communication with a Minor | <input type="checkbox"/> Rape                                       |
| <input type="checkbox"/> Criminal Abandonment       | <input type="checkbox"/> Rape of a Child                            |
| <input type="checkbox"/> Criminal Mistreatment      | <input type="checkbox"/> Selling/Distributing Materials to a Minor  |
| <input type="checkbox"/> Custodial Interference     | <input type="checkbox"/> Theft                                      |
| <input type="checkbox"/> Extortion                  | <input type="checkbox"/> Unlawful Imprisonment                      |
| <input type="checkbox"/> Forgery                    | <input type="checkbox"/> Vehicular Homicide                         |
| <input type="checkbox"/> Incest                     | <input type="checkbox"/> Violation of Child Abuse Restraining Order |
| <input type="checkbox"/> Indecent Exposure – Felony |   |
| <input type="checkbox"/> Indecent Liberties         |   |
| <input type="checkbox"/> Kidnapping                 |   |

I certify that the information contained in this application and in all materials is true, correct, and complete to the best of my knowledge. Under penalty of perjury I understand that consideration of this application and the continuation of any subsequent employment depends on the true, accurate, and complete representation of these facts. **I understand that my application will not be considered unless it is signed. I authorized the Riverside Fire Authority to make inquiries regarding the information on my application and waive my right to confidentiality for purpose of such inquiries. I release all parties and persons associated with such inquires in connection with information they give.**  
**I UNDERSTAND THAT MY APPLICATION WILL NOT BE CONSIDERED UNLESS IT IS SIGNED.**

Signature: \_\_\_\_\_

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

**DRIVING RECORD EVALUATION:**

**This form must be completed to be considered for employment**

All the applicants for career and volunteer positions with Riverside Fire Authority will have their driving records evaluated. Riverside Fire Authority uses the violation point system listed below. If your permanent driving record reflects a total of six (6) points or more for a period of 36 months (3 years) preceding the date of your application, you will not be allowed to continue in the process. Therefore, if you know that your driving record is less than six points, you may apply. However, any new violations that occur before the completion of the probationary process, which put your total score over six points will disqualify you. Annual evaluation of a member found in violation of this evaluation will result in the suspension of driving privileges and/or termination of employment with the Riverside Fire Authority.

<b>VIOLATIONS</b>	<b>POINTS</b>
Revocation of driver's license	8
Denial of issuance of driver's license	8
Negligent homicide	8
Driving while intoxicated (involving an accident)	8
Driving while intoxicated (not involving an accident)	6
Reckless driving (involving an accident)	8
Reckless driving (not involving an accident)	6
Negligent driving (involving an accident)	5
Negligent driving (not involving an accident)	4
Hit and Run (attended, occupants in vehicle)	8
Hit and Run (unattended, no occupants in vehicle)	6
Driving while license is suspended (DWLS)	4
Speeding in excess of posted limit:	
0-14 mph over	2
15-19 mph over	3
20-25 mph over	4
26 mph and over	5
Convictions for forfeitures for moving violations:	
Each violation involving an accident	4
Each violation not involving an accident	2

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

I certify that the information contained in this application and in all materials is true, correct, and complete to the best of my knowledge. Under penalty of perjury I understand that consideration of this application and the continuation of any subsequent employment depends on the true, accurate, and complete representation of these facts. **I understand that my application will not be considered unless it is signed. I authorized the Riverside Fire Authority to make inquiries regarding the information on my application and waive my right to confidentiality for purpose of such inquiries. I release all parties and persons associated with such inquires in connection with information they give. I UNDERSTAND THAT MY APPLICATION WILL NOT BE CONSIDERED UNLESS IT IS SIGNED.**

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

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



# RIVERSIDE FIRE AUTHORITY

*Prepare • Prevent • Save • Serve*

1818 Harrison Avenue, Centralia, WA. 98531 360-736-3975

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## DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Riverside Fire Authority ("the Company") may obtain information about you from a third-party consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by **Background Screeners of America, 18344 Oxnard Street, Suite 101, Tarzana, CA 91356; Tel. # 1.877.251.5656; [www.backgroundscreenersofamerica.com](http://www.backgroundscreenersofamerica.com)**. The scope of this disclosure allows the Company to obtain consumer reports now and throughout the course of your employment for an employment purpose to the extent permitted by law.

Signature: \_\_\_\_\_

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

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**Proudly Serving the Citizens of NW Lewis County**

Stations at Centralia • Hanaford Valley • Seminary Hill • Cooks Hill  
Lincoln Creek • Independence • Garrard Creek

**[www.riversidefire.net](http://www.riversidefire.net)**



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## ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by Riverside Fire Authority ("Employer") at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Background Screeners of America, 18344 Oxnard Street, Suite 101, Tarzana, CA 91356; Tel. # 1.877.251.5656; [www.backgroundscreenersofamerica.com](http://www.backgroundscreenersofamerica.com)** and/or Employer. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

**New York applicants only:** Upon request, you will be informed whether or not a consumer report was requested by the Employer, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Employer by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

**New York City applicants only:** You acknowledge and authorize the Employer to provide any notices required by federal, state or local law to you at the address(es) and/or email address(es) you provided to the Employer.

**Washington State applicants only:** You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**Minnesota and Oklahoma applicants only:** Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Employer.

## BACKGROUND INFORMATION

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Other Names/Alias: \_\_\_\_\_

Social Security\* #: \_\_\_\_\_ Date of Birth\*: \_\_\_\_\_

Driver's License # \_\_\_\_\_ State of Driver's License\*: \_\_\_\_\_

Present Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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City/State/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

\*This information will be used for background screening purposes only and will not be used as hiring criteria.

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



## Riverside Fire Authority Recruitment "Frequently Asked Questions"



### **How do I get started?**

Visit [www.riversidefire.net](http://www.riversidefire.net) to learn more about the job, the fire authority and the hiring process.

### **When can I apply for the position?**

It is anticipated the Riverside Fire Authority will be accepting applications during the end of 2018 and beginning of 2019. You can download an application form from the website.

### **What are the minimum requirements for lateral Firefighter?**

Education/Experience and Special Requirements:

- Current Washington State or National Registry EMT- P with a minimum of three (3) years uninterrupted experience working as an EMT-P by application deadline.
- A minimum of three (3) years of uninterrupted full-time fire service experience.
- High School diploma or G.E.D.
- Must be 21 years of age.
- A valid Washington State Driver's License.

### **What are the minimum requirements for entry level firefighter?**

- Current Washington State or National Registry EMT- P with a minimum of one (1) year experience working as an EMT-P by application deadline.
- A minimum of one (1) uninterrupted year of documented volunteer or paid Fire Service experience within the last 4 calendar years
- High School diploma or G.E.D.
- Must be 21 years of age or older.
- A valid Washington State Driver's License

### **If I had applicable certifications and/or licenses, how and where do I submit them?**

You would submit copies of your certifications and/or licenses with your application.

**Do I need to live in Centralia to apply?**

No. You do not need to live in Centralia to apply or work for the RFA. Although there is a benefit for call backs if you are close to the response area.

**Do I need a Washington State Driver's license to apply?**

No. You do not need a Washington State Driver's license to apply.

**When and where will the testing be held?**

The date, time a location of the current testing process will be constantly updated throughout the process to give you time to plan. All this information will be available on the website.

**What is the physical ability test?**

The Riverside Fire Authority proctors its own physical agility test and candidates will have the opportunity to come and practice prior to actual testing date. Check our website for times and availability.

**What is an eligibility list and when does it expire?**

An eligibility list is a list of candidates who have met the minimum requirements of the position, passed the required assessments and have been identified as potential candidates for the position which they have applied. Eligibility lists often last for up to one year but can be extended if necessary.

**What does the background process include?**

Employment is contingent upon successful completion of a pre-employment drug and alcohol screening, medical exam, psychological exam and background process. This will also include a review of your criminal history and driving record.

**If I have further questions who can I contact?**

Please email questions to [sslorey@riversidefire.net](mailto:sslorey@riversidefire.net).

The Riverside Fire Authority will also have contacts available for candidates to ask questions from employees who currently work in various positions for the agency. Feel free to email or call with any other questions you may have from a schedule, benefits, staffing, training etc.

Firefighter/Paramedic Shay Goff - email [sgoff@riversidefire.net](mailto:sgoff@riversidefire.net) cell phone (253)820-4737.

Union President and Lieutenant Jesse Berry - email [jberry@riversidefire.net](mailto:jberry@riversidefire.net) cell phone (360)560-7174.

Captain Casey McCarthy - email [cmccarthy@riversidefire.net](mailto:cmccarthy@riversidefire.net) cell phone (360)388-5045.

**Where can I learn more about Riverside Fire Authority?**

You can learn more about the Riverside Fire Authority at [www.riversidefire.net](http://www.riversidefire.net) and other social media platforms that are linked to the main website.