

# Black Canyon Fire Department

## Application Packet

### READ INSTRUCTIONS CAREFULLY

The following are the minimum qualifications for Reserve Firefighter/EMT:

- \* 18 years of age
- \* Valid Arizona drivers license (**copy must be submitted with application packet**)
- \* High School diploma or equivalent (**copy must be submitted with application packet**)
- \* valid Arizona EMT (**provide a copy of your Arizona EMT and CPR card with application packet**)

In addition to the documents listed above, a copy of the following documents must also be attached to your application packet upon submission:

- \* Social Security card
- \* Copies of any certifications or licenses you list on your application

**Failure to attach any required documents, failure to fully complete your application, or failure to sign all areas of the application requiring your signature, will result in your application being automatically rejected.**

If you are certified as an I-EMT or Paramedic, identify your base hospital(s) below:

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Paramedic's must include a copy of their valid PALS and ACLS cards with their completed application.**

**Completed applications must be hand delivered by the applicant** to the Black Canyon Fire Department at: 35050 S. Old Black Canyon Highway in Black Canyon City (*see our web page at [www.bcvfd.org](http://www.bcvfd.org) - Employment Opportunities page for directions*).

*The department feels it is in the best interest of all applicants to understand the distance they will need to travel to get to Black Canyon City before they are hired. Thus the requirement that all applications be hand delivered by the applicant.*

**Applications submitted by mail, facsimile, hand delivered by anyone other than the applicant, or after the posted closing date and time will not be considered for the current testing process.**

***An Equal Opportunity Employer***

Position Applying For:  Date of Application (00/00/00):

Name (Last, First, Middle):

Mailing Address (Street/P.O. Box):

City:  State:  Zip Code:

Physical Address (Street/P.O. Box):

City:  State:  Zip Code:

Contact Phone Number:  Social Security No.:

Have you ever been employed by Black Canyon Fire Department?  Yes  No

Are you legally eligible for employment country?  
(Proof of U.S. citizenship or immigration status will be required upon employment)  Yes  No

Are you able to meet the attendance requirements of the position?  Yes  No

Have you ever been convicted of a felony? If yes, please explain below  Yes  No

Explanation:

Have you ever been convicted of a misdemeanor involving morale turpitude?  
If YES, please explain below  Yes  No

Do you fluently speak, read and write English?  Yes  No

Do you regularly take any prescription medication or other drugs that may effect your work?  Yes  No

Do you have an alcohol or drug abuse problem? If YES, please explain below  Yes  No

Explanation

Your e-mail address

**Employment History:** List all jobs during the past 10 years **beginning with the most recent**, including military experience.

**Employer:**

Job Title:

Supervisor:

Nature of work and responsibilities:

Start Date:

End Date:

Phone Number

Reason for leaving (write N/A if still employe)

**Employer:**

Job Title:

Supervisor:

Nature of work and responsibilities:

Start Date:

End Date:

Phone Number

Reason for leaving (write N/A if still employe)

**Employer:**

Job Title:

Supervisor:

Nature of work and responsibilities:

Start Date:

End Date:

Phone Number

Reason for leaving (write N/A if still employe)

**Employer:**

Job Title:  Supervisor:

Nature of work and responsibilities:

Start Date:  End Date:  Phone Number

Reason for leaving (write N/A if still employe)

---

**Employer:**

Job Title:  Supervisor:

Nature of work and responsibilities:

Start Date:  End Date:  Phone Number

Reason for leaving (write N/A if still employe)

---

**Employer:**

Job Title:  Supervisor:

Nature of work and responsibilities:

Start Date:  End Date:  Phone Number

Reason for leaving (write N/A if still employe)

If more space is needed attach seperate page with additional information

**Skills and Qualifications:** List any special skills or training you have relevant to fire and emergency medical fields.

**Educational Background:**

Name and Location	Years completed	Did you Graduate?	Course(s) of Study
High School	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
College	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
College	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>

**References:**

Name	Telephone Number	Years Known
<input type="text"/>	Phone Number <input type="text"/>	<input type="text"/>
<input type="text"/>	Phone Number <input type="text"/>	<input type="text"/>
<input type="text"/>	Phone Number <input type="text"/>	<input type="text"/>

Have you been convicted of any moving violations during the last five (5) years?  Yes  No  
If YES, please explain below.

Drivers License #:  State:  Expiration Date:

Arizona EMT, I-EMT or CEP Certification #:  Expiration Date:

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the Black Canyon Fire Department if I have been employed.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## Statement of Understanding

1. I understand that my employment does not constitute any contractual relationship and is terminable at any time by myself or the District for any reason or without reason. I further understand that no supervisor has any authority to (and cannot) enter into any agreement, written or oral; and no representations made either before or during my employment can change or modify this non-contractual policy.
2. The District utilizes basic common sense rules, standards, guidelines, and practices in its day-to-day work requirements and employment. Only some of these rules, standards, etc., are in written form. However, both the written and unwritten standards of employment and job performance are in effect. The rules, standards, guidelines, and practices (often referred to as "policies") may be amended or rescinded from time to time at the discretion of the District. These "policies" are not intended to and do not constitute any contractual relationship.
3. District property and District premises include lockers, closets, or other receptacles for storing personal property. The District reserves the right to inspect or search lockers, etc., in the event grounds exist for such inspection or search, or on a random basis. The grounds may include questions, suspicions, or investigation of theft or missing property (District or otherwise), possession of alcoholic beverages or illicit drugs, and/or possession of dangerous weapons. I understand and agree that I am subject to the possibility of searches or inspections of my personal effects, lunch box, purse, etc., in the event it is deemed necessary by the District. Periodic notices of random inspections may be given.
4. Drug/Alcohol Testing. In order to assure a drug-free work environment, the District prohibits the use, sale, transfer, being under the influence and/or reporting to work after using or ingesting illicit drugs. Under District policy, alcohol is included within the meaning and prohibition of drugs. One way to maintain a drug free workplace is to test applicants and employees; and therefore, successful passage of a drug test will be a condition of employment and/or continued employment.
5. Sexual Harassment. Sexual Harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (1) submission of such conduct is made a job requirement or causes changes in working terms or conditions. and/or (2) it has the effect and purpose of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive workplace. Sexual harassment **will not** be tolerated and will be grounds for immediate termination.

I have read this statement and fully understand and agree with it.

Typed Name

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

I authorize investigation of all information contained herein and specifically authorize the employers and references I have listed to give the Black Canyon Fire District any and all information concerning me and by doing so, release all persons, schools, companies, corporations, credit bureau's, government agencies and medical personnel from any liability for any damage that may result from furnishing information to the District.

I further agree to submit to alcohol and/or drug screening tests, if requested of me, at any time prior to, or during my employment, including but not limited to urinalysis testing, polygraph testing, blood testing, hair sampling, random or announced testing, with or without reasonable suspicion.

In consideration for my employment, I agree to conform to the District policies, practices, rules/regulations and guidelines, which may be changed from time to time. I further agree that my employment and the terms and benefits provided to me is not intended to and does not constitute any contractual relationship, is for no definite period of time 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.

In further consideration for my employment, I understand and agree that there are other forms, statements and provisions that have to be completed and agreed to, and those forms, statements and provisions are part of this application and will be included within my employment records.

By signing this application, I certify under penalty of law that the information provided anywhere in this application is true, correct, and complete to the best of my knowledge and belief.

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

## **District Policy # 97002, Employment Practices**

*Amended by the Fire Board on **November 26, 2002***

**What the District is Looking For:** *The Fire District tries to hire and retain the best qualified personnel for the position regardless of race, color, national origin, sex, age, disability or physical handicap.*

*The Fire District tries to learn as much about the applicant and his/her qualifications and expects the applicant to be candid and responsible during this hiring process.*

*The Fire District will rely on the statements, representations, and information you provide or submit to us.*

*If the applicant is hired, he/she will serve a probationary period of one year, which may be extended if deemed appropriate by management. This period is actually a part of the testing process and is the employee's opportunity to demonstrate that they can learn and perform their duties to the satisfaction of the District. If the employee does not perform satisfactorily, the probation period may be extended or the employee may be terminated without right to appeal.*

*You will be provided a job description so you will have the specific requirements and essential functions of the position, what will be expected of you, and what you will need to do to fulfill the position. Study the job functions in order to make sure you are qualified to do the job.*

### **Important Requirements and Information For All Applicants**

*Please note the following requirements and information for employment with the Fire District. If you wish to be employed, the following information about the hiring process and employment will be applicable. Your agreement with the policies and procedures stated here will be confirmed if you fill out an employment application form. If you disagree with the policies and procedures listed below, you should not fill out an employment application form and should not seek a job with the District.*

1. **Background Check** In order to learn as much about the applicant, the District engages in background checks which includes communications with various agencies and organizations. In this regard, checks may be made with courts, police, credit reporting agencies, former employers, educational institutions, and/or references. Not all agencies or organizations may be contacted for each applicant, but if you have reservations about background checks, you should not fill out an application.

2. **Driving Record** One of the concerns of the District involves an individual's driving record. Since employees may use District vehicles and/or their own vehicle in pursuit of District business, it is important that employee(s) have good driving record(s) and will not cause a risk to the District and the public. Therefore, the applicant's driving record may be checked. Likewise, an employee's driving record may be periodically reviewed.

3. **Sexual Harassment** Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (1) submission of such conduct is made a job requirement or causes changes in working terms or conditions, and/or (2) it has the effect and purpose of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive workplace. Sexual harassment will not be tolerated and will be grounds for immediate termination. All personnel are directed to report any incident to their supervisor, or the next highest officer, if that supervisor is involved or implicated.