

TUSAYAN FIRE DISTRICT EMPLOYMENT** APPLICATION

**Although volunteers receive small remuneration for their participation in the District activities, they are by definition employees of the Fire District. Therefor any reference to employee, applicant, etc. pertains to volunteer positions as well as any paid positions the district attempts to fill.

408 Hwy 64, Tusayan AZ 86023
 PO Box 3625, Grand Canyon, AZ 86023
 Phone: (928) 638-3473 • Fax: (928) 638-2897

APPLICATION INSTRUCTIONS:

Read the job description and 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 substituted in lieu of the requested information.** Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or dismissal from TFD. Applications must be **received** by the posted deadline, whether submitted in person, by mail or fax. The TFD is not responsible for applications that are not received by the posted deadline, are incomplete or are illegible.

GENERAL INFORMATION

Position Applying For: _____

Name (Last, First, MI): _____ Social Security Number : _____

Home Address: _____

City: _____ State: _____ Zip Code: _____ E-mail 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 Immigration Reform and Control Act of 1986, we are legally prohibited from employing anyone who cannot provide such verification.

DRIVER'S LICENSE INFORMATION

Do you have a valid Driver's License?	Driver's License Number:	State:	CDL?	Classification :
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	

List any CDL endorsements: _____

Do you have a High School Diploma or a G.E.D.? Yes No

EDUCATION INFORMATION

Name of High School / College / University:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Applicant's Name: _____

Professional Registrations, Licenses, and/or Certifications *that relate to this position:* (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 and/or trade schools:

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

Specialized Certifications and additional information required for specific field positions:

	Cert Number	Type	Expiration Date
EMT CERT:		<input type="checkbox"/> State <input type="checkbox"/> National	
MEDIC CERT:		<input type="checkbox"/> State <input type="checkbox"/> National	

Are you a Veteran or qualified spouse of a Veteran? Yes No **(Please attach DD214)**

Branch of Service: _____ **Date of Discharge:** _____

Begin with your present or most recent employer. List all jobs, paid or volunteer, over the last ten years. Include any experience prior to ten years ago 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.

PLEASE NOTE: RESUMES MAY NOT BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
May we contact your present or most current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Total Time Worked: Years:	Months:	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 #	
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years: Months: Reason for leaving:			
Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:		Phone #	
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years: Months: Reason for leaving:			
Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:		Phone #	
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years: Months: Reason for leaving:			
Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:		Phone #	
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years: Months: Reason for leaving:			

Applicant's Name: _____

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:

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

Yes No If yes, please name the employer, explain the circumstances, and date (mo/yr).

Have you ever been convicted of a misdemeanor or felony; placed on probation; fined or given a suspended sentence at the federal, state, local, and/or military level?

- *Applicants are not required to report convictions that have been expunged by a court of law.*
- *Note that a conviction does not necessarily bar someone from employment. Each case is considered individually and based on job requirements and employer policies.*

Yes No If yes, please explain the nature of the conviction and the date of the conviction (mo/yr):

Applicant's Name: _____

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 Fire District employment. The District tries to learn as much about the volunteer applicant and his/her qualifications and expects the applicant to be candid and responsible during this hiring process. The District will rely on the statements, representations, and information you provide or submit to us.
- 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 Tusayan 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 and a Driver's License check.
- I understand that any offer of employment will be conditional upon the successful completion of a physical examination and a drug screening test.
- I understand that my employment is at will, that the terms and benefits provided to me do not constitute any contractual relationship between me and the District 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. The applicant, if hired, will serve a probationary period so that we can learn more about the applicant and test and measure the applicant's qualifications. The probation period os also for the applicant to get to know the District and job better.
- 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 for my payments to cover any 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, uniform costs, lost tools/equipment/supplies, and tuition reimbursement.
- 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 it is my responsibility to keep the Fire District advised of any changes of address and/or phone number. I have read the above, understand its content and meaning, and agree to all of its provisions.
- Sexual Harassment – Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when (1) submission of conduct is made a job requirement or causes changes in working terms or conditions, and/or (2) it has the effect and purpose of unreasonable 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.
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Applicant's Name: _____

Applicant's Signature: _____

Date: _____

Applicant's Name: _____

It is the policy of Tusayan 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 or veteran status. In compliance with the American Disabilities Act of 1990, reasonable accommodations will be made for applicants with disabilities so far as the accommodations do not impose undue hardship on the District.

Sexual Harassment – Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when (1) submission of conduct is made a job requirement or causes changes in working terms or conditions, and/or (2) it has the effect and purpose of unreasonable 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.

TUSAYAN FIRE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

Employment Applicant Information Release Waiver

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 the National Personnel Records Center, the Bureau of Criminal Apprehension, personal reference, and/or other persons or organizations, to give record of information they may have concerning my criminal history, motor vehicle history, earnings history and employment records, general reputation, character, and any other information requested to Tusayan Fire District and/or its agents or representatives. I understand that, if hired, my consent will apply throughout my employment with the Tusayan Fire District.

Applicant Name: _____

Applicant Signature: _____

Date: _____