

# Application for Employment

## Clarkdale Fire District

Post Office Box 1236 – 895 First South Street  
Clarkdale, Arizona 86324  
(928) 639-4591

*The Clarkdale Fire District is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, age, gender, national origin, ancestry, marital status or sexual orientation.*

### Please Print

Date: \_\_\_\_\_ Position(s) Applying For: \_\_\_\_\_

If you are not hired for the position you are applying for, would you like to be considered for a Reserve position?  Yes  No  N/A – I am applying to be a Reserve.

### General Information

Name: Last	First	Middle
Mailing Address:		
Physical Address:		
Phone #	Cell #	Other #:
Email Address:		

### Other Information

Current Valid Driver's License, number, state issued from:
Have you previously applied for employment with the District? <input type="checkbox"/> Yes <input type="checkbox"/> No, if yes, when?
Have you previously been employed by the District? <input type="checkbox"/> Yes <input type="checkbox"/> No, if yes, when?
Have you ever worked under another name? <input type="checkbox"/> Yes <input type="checkbox"/> No, if yes, what name?
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No
On what date would you be available for work?
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of a crime, other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No, if Yes, attach a separate sheet of paper with a detailed explanation including description of offense, date of conviction, etc. Do NOT list arrests that did not result in a conviction.

## Employment History

Start with your PRESENT position and work back. List ALL of the positions you have held in the past 10 years. Also list any previous positions held if they are applicable to the position for which you are applying. Account for any periods of self-employment or unemployment. Use additional paper if needed. You may include military service assignments and volunteer activities. Resumes will not be accepted in lieu of application.

Employer Name:	Phone #:
Mailing Address:	
Job Title:	Dates Employed:
Starting Salary:	Ending Salary:
Supervisor's Name:	Supervisor's Email:
Reason For Leaving:	
Work Performed:	

Employer Name:	Phone #:
Mailing Address:	
Job Title:	Dates Employed:
Starting Salary:	Ending Salary:
Supervisor's Name:	Supervisor's Email:
Reason For Leaving:	
Work Performed:	

Employer Name:	Phone #:
Mailing Address:	
Job Title:	Dates Employed:
Starting Salary:	Ending Salary:
Supervisor's Name:	Supervisor's Email:
Reason For Leaving:	
Work Performed:	

Employer Name:	Phone #:
Mailing Address:	
Job Title:	Dates Employed:
Starting Salary:	Ending Salary:
Supervisor's Name:	Supervisor's Email:
Reason For Leaving:	
Work Performed:	

Employer Name:	Phone #:
Mailing Address:	
Job Title:	Dates Employed:
Starting Salary:	Ending Salary:
Supervisor's Name:	Supervisor's Email:
Reason For Leaving:	
Work Performed:	

## Education, Skills and Qualifications

High School:	Did you receive a diploma/GED: <input type="checkbox"/> Yes <input type="checkbox"/> No
College/Universities/Trade Schools – list <u>names</u> , <u>locations</u> , <u>majors</u> and <u>degrees</u> received:	
List any other training, apprenticeships, skills you have acquired and the degree to which you are qualified:	
List any professional licenses, certificates or credentials, include <u>type</u> , <u>issue date</u> , <u>expiration date</u> :	
List languages you can read, speak or write (other than English) and your proficiency:	

## References and Additional Comments

Name:	
Email Address:	Phone #'s
Name:	
Email Address:	Phone #'s
Name:	
Email Address:	Phone #'s
State any additional information you feel may be helpful to us in considering your application:	

## Special Notices and Signature

***Special Notice to Potential Employees:*** The Clarkdale Fire District complies with the Smoke Free Arizona Act established by Arizona State Statute § 36-601.01.

***Retention Period of Applications:*** The Clarkdale Fire District retains applications for employment for 180 days unless applicant is hired, or placed on a hire list.

***Veteran/Disabled Veteran Preference:*** Any veteran of the armed forces of the United States separated from the armed forces under honorable conditions following more than six months of active duty shall, in the final determination of scoring, be given a veteran preference of five percentage points over persons other than veterans. This shall be added to the grade earned by such veteran only if the veteran earns a passing score without preference. To receive this preference, applicants must attach a copy of their DD-214 to this application.

Additionally, there will be a ten-percentage point preference for any veteran who has a service-connected disability or according to the definitions of the Americans With Disabilities Act, is considered to be disabled. This preference shall also be given to the spouse or surviving spouse of the following: a veteran who dies of a service-connected disability, a member of the armed forces who is listed with the secretary of defense as missing in action, or a person who has a total permanent disability resulting from a service connected disability or who dies while such disability was in existence. To receive this preference, applicants must attach document(s) to this application verifying eligibility.

**Residency Requirement: Please note that suppression personnel, full-time or reserve, must live within the Verde Valley or Sedona area including Cottonwood, Clarkdale, Jerome, Camp Verde, Lake Montezuma, Rimrock and Oak Creek Canyon.**

### Applicant's Signature

I hereby state that the information and answers I have provided are true and complete. I understand that any false, misleading, incomplete or incorrect information provided either in this application or in any interview shall be grounds for immediate cessation of the hiring process or, immediate termination if it is discovered after employment begins.

I hereby authorize the Clarkdale Fire District to conduct a background check and release the Clarkdale Fire District from any and all liability arising from those actions.

I hereby authorize previous employers, educational institutions, law enforcement agencies, military service and any other person or entity to release any and all information that they may have about me to the Clarkdale Fire District or its agents. I release any such entity from any and all liability arising therefrom.

I understand that this application is not an offer or contract of employment and that no employment offer has been made. I understand that any offer of employment will be conditional, subject to the satisfactory results of pre-employment screening. Screening may consist of any or all of the following: Reference checks, driving record and criminal background checks, drug testing and physical. I further understand that if I am employed by the Clarkdale Fire District, such employment is at-will, meaning that I may resign or be terminated at any time, with or without cause and with or without notice.

If employed by the Clarkdale Fire District, I understand that I will be required to abide by all of the policies, rules and regulations applicable to my employment. If accepted for employment, I understand that I will be required to provide proof of identity and eligibility to work in the United States and to sign a loyalty oath as prescribed by the State of Arizona. I further understand and agree that, if employed, I will have no expectation of privacy in desks, files, lockers, computers, vehicles or any other property owned by the Clarkdale Fire District.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_