



NORTHERN ARIZONA CONSOLIDATED FIRE DISTRICT #1 FIRE CHIEF



THE COMMUNITY

Located in an area surrounding Kingman, Arizona, the Northern Arizona Consolidated Fire District (NACFD) serves 19,000 residents in a 69 square mile area. Serving the areas of Butler/North Kingman, Valle Vista, Chloride, Truxton, and North Stockton Hill Road, the NACFD has a distinct blend of residential areas intermixed with commercial and industrial areas including the Kingman airport and the largest industrial complex north of the Phoenix metropolitan area.

At an elevation of 3300', Kingman's temperate year-round climate is a draw to those seeking a warmer, but moderate climate that provides for a variety of year-round activities such as hiking, biking, golf and water sports on the Colorado River. In the nearby Hualapai Mountains, outdoor adventurers can find even more challenging and invigorating activities. It's easy to lose yourself in the majestic mountain views and buttes that surround Kingman. The need to occasionally venture to a large metropolitan city is easily served by Las Vegas to the north and Phoenix to the south. Additionally, Kingman is located along the Historic Route 66.

THE DISTRICT

The origin of NACFD dates back to the 1964 formation of the Hualapai Valley Fire District, followed by 29 annexations, the 2007 merger with Valle Vista Fire District, and ultimately the 2008 consolidation of Hualapai Valley FD, Truxton FD and Chloride FD into what is today's Northern Arizona Consolidated Fire District.

Regularly operating out of four manned fire stations, with the availability of five additional unmanned stations, the District provides fire protection and emergency medical services, public education and fire prevention services. Currently deploying normal daily operational staffing of 8 personnel, the District responds to approximately 4000 calls per year. The

apparatus fleet includes one ladder truck, eleven Type 1 engines, two water tenders, four Type 6 brush trucks, three Type 3 brush trucks, one rescue unit, and two command vehicles.

A combination career and volunteer department, Northern Arizona Consolidated Fire District currently employs 26 full-time and 14 part-time highly qualified and loyal individuals, along with a small cadre of dedicated volunteers. With a current budget of \$2.9M, the District is primarily financed by property taxes and the Fire District Assistance Tax, along with wildland contract revenues

THE ORGANIZATIONAL STRUCTURE

Recognized by the State of Arizona as a special taxing district, NACFD is governed by a five-person Board of Directors elected by the public. With preparation and guidance by the Fire Chief, the Fire Board approves the annual budget and establishes policy, which the Fire Chief is responsible for implementing and administering. Reporting directly to the Fire Board, the Fire Chief has direct supervision of three Battalion Chiefs and administrative/support staff, and indirect supervision of all other District employees.

STRATEGIC PRIORITIES

It is the desire of the Fire Board to work collaboratively with the Fire Chief and members of staff to develop a Strategic Plan and identify key strategic priorities that will steer the efforts of the District in meeting the ever-changing needs of the public we serve. Until such time that a formal Strategic Plan is implemented, the Fire Board has identified the following as some of the key priorities for the incoming Fire Chief:

- Restore relationships with neighboring departments and other allied agencies
- Work collaboratively with the public to rebuild integrity and regain the confidence of the constituents



- Support employees, enhance teamwork, and strengthen the organization through leadership presence, proactive career development, training, and growth opportunities
- Seek opportunities to align training and employee development with neighboring departments in order to enhance the success of automatic and mutual aid agreements
- Develop a working partnership with the Fire Board to ensure that meeting the needs of the community and the needs of the department are carefully balanced
- Evaluate opportunities for pursuit of future grant funding, annexations, and/or other potential revenue sources that will provide stable and sustainable funds for the District
- Oversee fire station remodeling project
- Develop a Capital Improvement Replacement Plan in order to be proactive in planning to ensure adequate facilities, equipment and apparatus
- Ensure adequate funding to support increasing demands for service
- Explore and develop partnerships that will enhance growth and development

highest morals and ethics, and will possess strong communication skills, decision making abilities, and the desire and vision to shape the culture of the organization. The chosen candidate will be focused on high standards of public service and will embrace developing and maintaining relationships both within the organization and the community we serve. This strong and innovative leader will bring significant fiscal management skills, with the ability to deal with challenging budgetary constraints.



OUR MISSION:

The NACFD provides quality customer service, dedicated to the protection of life, health, property, and the environment through progressive and innovative service delivery.

OUR VISION:

The vision of the NACFD is to be Arizona's premier rural fire district by serving residents, businesses, industry, and visitors of the fire district and surrounding areas through prevention, education, response, and recovery from emergencies.

OPERATIONAL THOUGHT:

The first Operational Thought of the NACFD is SAFETY.

THE IDEAL CANDIDATE

The ideal candidate for the position of Fire Chief shall have a proven track record of strong leadership with the ability to facilitate positive change, engage stakeholders, and work effectively to build a cohesive and productive team environment. The successful candidate must be politically astute and possess the ability to rebuild and restore relationships, public image and public trust through effective communications, collaboration, and accountability. He/she will have a demonstrated history of leading with integrity and the

Desired Professional Characteristics:

- Visionary and strategic thinker
- Integrity; high ethical standards
- Transparency; readily builds trust and establishes credibility
- Organizational and political savvy; recognizing and understanding organizational politics and working within organizational dynamics to accomplish goals
- Professionalism, even in the face of adversity

- Ability to delegate, trusting employees to accomplish goals and ensuring accountability
- Strong business acumen, reflecting a clear understanding of the financial and operational concepts of the District
- One who values and promotes competency and employee development through active training and mentoring
- Innovative and resourceful, one who thinks outside the box
- Energetic and highly engaged leader
- One who actively promotes and listens to input from others from every strata of the organization
- Strong planning and organizational skills through anticipating priorities and needs and defining goals and objectives

Minimum Qualifications:

- Bachelor's degree in Fire Science, Business Administration, Public Administration or related field, PLUS, ten (10) years of Fire/EMS experience, including at least three years administrative/management experience at the chief officer level; however, other combinations of education and experience may be considered.
- Experience in the development and management of budgets, preferably in a governmental setting
- National Registry or Arizona Emergency Medical Technician, or ability to obtain within one year of employment

Preferred Qualifications:

- Master's degree in Fire Science Public Administration, Business Administration, Political Science or related field
- Executive Fire Officer (EFO) or Chief Fire Officer (CFO) designation
- Understanding and working knowledge of statutory requirements of special taxing districts



COMPENSATION AND BENEFITS

The Northern Arizona Consolidated Fire District is committed to providing a highly competitive compensation and benefits package.

Salary Range: \$95,000 - \$115,000

The NACFD offers a full benefit package including medical/dental/vision insurance, 11 paid holidays, paid sick leave, paid time off, uniform allowance, short- and long-term disability, life insurance, and participation in the Arizona Public Safety Personnel Retirement System.



RECRUITMENT AND APPLICATION PROCESS

Interested applicants shall submit a cover letter, resume, completed application form, and the completed supplemental questionnaire to:

Brenda Tranchina
Human Resource Strategies
419 W. Dream Weaver Drive
Tucson, AZ 85737

Applications will not be accepted electronically; the completed application packet must be mailed to the above address. Questions may be directed either by phone (520-297-9351) or email to brendahrs@aol.com.

Completed application packets must be received no later than **1700 hours on November 16, 2018**. Following the closing date, all application packets will be reviewed based upon the qualifications and criteria outlined in this information packet. Following preliminary interviews of those candidates with the most relevant qualifications, the top candidates whom the District determines to be best qualified will be invited to participate in a two-day assessment center to be held on **November 27-28, 2018**.

The successful candidate will be subject to a pre-employment medical examination, drug screen, fingerprinting, reference checks, and criminal and motor vehicle background reviews.

JOB TITLE: FIRE CHIEF

Origination Date: 01/15/09

Revision Date: 08/16/18

Reports To: Fire Board

FLSA Status: Exempt

JOB SUMMARY

Serves as the Chief Executive Officer of the District and directs, administers and manages all activities of the District. Administrative responsibilities include implementing policy promulgated by the Board of Directors, strategic planning, developing and implementing an annual budget, overseeing capital improvements, contracting and financial management, recruiting, hiring, assigning and evaluating personnel. This position is appointed by and serves at the pleasure of the Fire Board.

JOB SCOPE

The Fire Chief is responsible for all operations and activities of the District. The position involves a high degree of regular contact with others both inside and outside the District as he or she works highly independently on a wide variety of complex duties and responsibilities with only general direction given by the Fire Board. Performance of functions has significant financial, reputational, and operational impact upon the District which requires the incumbent to use a high degree of judgment and tact in the execution of the essential functions. The position requires travel both inside and outside the District as he or she represents the District in community, political, and other fire service related activities; additionally, the position involves frequently working under a high degree of stress and requires working long hours in the performance of essential functions.

SUPERVISION RECEIVED

The Fire Chief works under the guidance and direction of the Fire Board, who review work on the basis of overall results achieved. The Fire Chief may consult with the Fire Board on problems related to policy planning but works independently in supervising the overall technical operations and is responsible for the proper administration of all affairs of the District.

**SUPERVISION EXERCISED**

The Fire Chief is responsible for direct supervision of the Battalion Chiefs and the support staff, and indirect supervision of all other District employees. The Fire Chief carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include overseeing and/or participating in interviewing and hiring; training employees; planning, assigning and directing work; appraising performance; motivating and mentoring employees; and addressing complaints and resolving problems.

ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to, the following duties and responsibilities which are listed in no particular order of importance or significance:

General

- Provide effective leadership that builds trust and confidence among all District personnel, the Fire Board and the community at large.
- Exercise the highest moral and ethical standards in dealing with the Fire Board, District personnel, other public safety and political entities and the community.
- Develop and effectively communicate and implement innovative and pro-active service delivery programs.
- Build and maintain effective working and interpersonal relationships between the District and the community and other public safety and political entities.

Administration/Management

- Maintain a thorough and working knowledge of laws, rules, regulations and best practices applicable to the role of fire district governing boards and the operation and management of Arizona fire districts and emergency services agencies.
- Maintain effective communications with the Fire Board; establish a mutual understanding of Board roles and responsibilities and expectations through properly noticed and agendaized meetings and workshops and a written Fire Board Policy Manual.
- Effectively perform comprehensive fiscal projections and long-range planning given community requirements and current District resources.
- Evaluate and project training requirements and equipment and facilities needs to meet District training goals.
- Oversee the maintenance and effective and efficient use of all District real and personal property.
- Procure, maintain, test and periodically assess inventories of equipment, supplies and other implements necessary for the operation of all functions of the District.
- Insure command and control of emergency incidents is accomplished in person or by competent subordinates.

- Maintain all records of the District in accordance with applicable law and best practices.

Financial Management

- Perform financial strategic planning, including preparation and management of the annual budget within the tax levy rate set forth by the Fire Board.
- Provide accurate and timely accounting of District finances to the Fire Board.
- Exercise budgetary and financial control and provide for annual audit of the District books and operations.
- Pursue, develop, and implement alternative funding and revenue opportunities.

Human Resource Management

- Direct the administration of the District through effective leadership over all District personnel and programs.
- Develop and manage effective human resource policies and practices, including but not limited to recruitment, selection, employee/labor relations, employee benefits, compensation administration, training/development and employee assistance.
- Develop written job performance requirements, policies, procedures and communications protocols for the management and professional development of District personnel.
- Hire, train and assign District professional, classified, career and volunteer personnel.
- Develop long-range plan for staffing and periodically reassess effectiveness and efficiency of staffing levels, assignments and competencies.
- Establish and periodically evaluate education and in-service training goals for all positions within the District so that all members can work toward, achieve and maintain required proficiencies.
- Develop and provide leadership for a risk management program in order to minimize personnel injuries and property damage.
- Ensure necessary safety procedures are in place and followed by all District personnel.
- Maintain positive working relationships with all District personnel.

Emergency Services Delivery

- Direct the analysis of fire and emergency services needs and develop plans and techniques to provide adequate protection for the District.
- Ensure command and control of emergency incidents is accomplished in person or by competent subordinates.
- Oversee coordination with neighboring departments and emergency service agencies.
- Oversee ongoing evaluation of the operational readiness

and performance of emergency preparedness and response systems.

- Establish effective management of District-adopted fire codes, including inspections and enforcement.
- Development minimum standards of proficiency for various types of services provided by District personnel; periodically test to determine that said proficiencies have been achieved and are maintained.
- Maintain competency in current operational procedures and keep abreast of current trends in modern fire service and emergency medical services management.
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly with other agencies to provide seamless customer service.



Community and Government Relations:

- Manage the District's public relations and community participation efforts.
- Represent the District in all communications and relations with other fire districts, vendors, and the public.
- Represent the District with County and State offices such as Clerk of the Board, Assessor's office, Recorder's office and State Department of Revenue on such projects as annexations and elections.
- Maintain a personal and District community involvement, as well as encourage individual employees to actively participate in community activities not directly related to the District.

- Maintain positive relationships with elected or appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of the District's activities.
- Represent the District in a variety of local, county, state, and other meetings.
- Conduct, attend, and interact in meetings with District personnel, public agencies, and the public at large.
- Monitor local, State and Federal legislative activities related to fire service issues, in order to enhance the overall effectiveness of the District.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited university or college recognized by the U.S. Department of Education in Fire Science, Business Administration, Public Administration or related subject. Consideration *may* be given for other combinations of education and experience.
- Ten (10) or more years of experience in fire service operations including a minimum of three (3) years administrative, management and supervisory experience at the chief officer level.
- Experience in development and management of budgets, preferably in a governmental setting
- National Registry or Arizona Emergency Medical Technician, or ability to obtain within one year of employment
- Valid Arizona Driver's License or ability to obtain prior to employment
- Ability to meet the District's Health and Wellness Standards
- Ability to meet the insurability requirements of the District's insurance carrier
- Primary residency within 20-minute driving time (under normal conditions) from Station One on Northern Avenue is desired; however, if not feasible based on current residency, the positions requires residency that allows for active involvement in and accessibility to the community



PREFERRED QUALIFICATIONS:

- Master's Degree in Fire Administration, Business Administration, Public Administration or other related field
- Executive Fire Officer (EFO) or Chief Fire Officer (CFO) designation
- Understanding and working knowledge of statutory requirements of special taxing districts

KNOWLEDGE, SKILLS, AND ABILITIES:

Strong working knowledge of...

- Current office practices and standards including but not limited to automation, computerized systems and software programs, segregation of duties, correspondence management, document storage/management per statutory requirements, purchasing and inventory management.
- Governmental budgeting and financial management practices, principles, systems, and reporting.
- Federal, State and local laws, rules and regulations as pertain to fire district administration
- Laws and regulations pertaining to public safety, labor relations and human resource management.
- Effective communication and team building practices.
- Management principles, policies and procedures regarding fire and emergency medical services administration.
- Practices, regulations, methods, and equipment used in EMS, Command, Fire Suppression, and Fire Codes, according to NFPA guidelines, regional, state, and federal standards.
- NIMS and Incident Command Systems and their practical applications.
- Risk management and compliance issues related to HIPAA, OSHA and NFPA and insurance.
- Business English, spelling and basic math.
- Accounting principles, practices and software programs.
- Public purchasing, materials management and procurement processes.
- Investment fund management and governmental debt administration.

Ability to...

- Demonstrate political astuteness required to be effective in the performance of the position of Fire Chief.
- Lead, motivate, train, coordinate, and evaluate District personnel and programs and assist in achievement of District goals and objectives.
- Provide leadership to career employees with particular emphasis on mentoring and succession planning.
- Administer effective employee relations programs.
- Prioritize and effectively organize and facilitate administrative duties to meet established time frames.

- Collect pertinent data to annually develop and implement a fiscally responsible and effective budget within statutory regulations.
- Analyze administrative challenges, implement and evaluate corrections.
- Develop long-term relationships with influential community and governmental agencies including the news media, business and community groups.
- Identify and protect confidential information and records.
- Effectively coordinate, run and ensure documentation of District meetings as needed including but not limited to board meetings, public hearings, and work study sessions.
- Make critical decisions and act under emergency conditions using appropriate incident and personnel management techniques.
- Demonstrate effective oral and written communications, both in individual or group settings.
- Handle sensitive and delicate public relations situations with a high degree of firmness and cordiality.
- Interpret both simple and complex rules, regulations, policies and decisions rapidly and make firm, fair consistent decisions based on the same.
- Plan and organize multiple changing responsibilities; prioritize work to meet goals and objectives within an acceptable timeframe.
- Interact effectively and appropriately with all District personnel, elected officials, other public safety organizations and the public.
- Establish, foster and maintain positive working relationships and interactions with the community, other governmental agencies, and other business groups.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions. The position exposes the Fire Chief to physical hazards from emergency response and work at various emergency medical and fire scenes, sitting, standing, stretching, bending, and lifting objects weighing more than 25 pounds, above the shoulders, below the knees or at arm's length. The position requires extensive use of office machines such as, but not limited to computers, copiers, calculators and telephones. Frequent driving of a motor vehicle, both in emergent and non-emergent situations is required and extensive public contact is common. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

MENTAL DEMANDS:

While performing the duties of this position, the employee will be regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with District personnel, other organizations and the public.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Work is primarily performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes. Work is occasionally performed in emergency and stressful situations. Personnel are exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.



FIRE CHIEF APPLICATION SUPPLEMENTAL QUESTIONNAIRE

Please supplement your application packet with responses to the following questions.

1. Please give an overview of your current or most recent position and scope of responsibilities, along with an overview of the organization itself (i.e., population served, annual budget, number of employees, number of stations, annual call volume, etc.)
2. Please explain why you are interested in this position and why you are looking to move on from your current position.
3. In recent years, NACFD lost over 60% of assessed valuation, resulting in a massive decrease in the budget. While there has been some increase in the AV, the District continues to face significant budget constraints due to increasing costs associated with providing service, increasing legislative mandates, and the decreased revenues. Please describe your experience in cost containment efforts, alternative revenue generation, and long-term budget planning.
4. Please describe your knowledge of and experience in the strategic planning process, including an explanation of your specific role in past strategic planning initiatives.
5. Please describe your leadership style, experience, and philosophy on how you lead/motivate people, develop/mentor employees, mitigate conflict in the workplace, and inspire a team atmosphere.
6. Over the past few years, NACFD has struggled with some political strife that has negatively impacted the District's public image, working relationships with other agencies, and internal morale and teamwork. Please describe how you envision changing the culture of the organization in such a way that will have a positive impact on the organization and the public we serve.
7. Please describe your involvement in sharing of resources and services with neighboring agencies in order to provide more cost-effective service delivery, to achieve economies of scale, and/or to improve overall operations.
8. Please give an overview of your background in developing and maintaining budgets within your department, including the size and scope of the budget for which you had responsibility.
9. Given the size of NACFD, the position of Fire Chief is a hybrid of both administrative management duties and operational/emergency response command. Please provide an overview of your experience in each of these areas.



APPLICATION FOR EMPLOYMENT

WHEN COMPLETE PLEASE RETURN TO:

ADMINISTRATION OFFICE

Northern Arizona Consolidated Fire District #1

2470 E Butler Avenue

Kingman, AZ 86409

(928) 757-3151

Submittal of a resume is not acceptable as a substitute for this completed application form.

Complete all sections. Use of the term "unknown" is not acceptable.

Please print all information.

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis, including race, color, age, sex, religion, disability or national origin. Applicants may request accommodations needed to participate in the application process consistent with "the Americans with Disabilities Act".

POSITION FOR WHICH YOU ARE APPLYING (one position per application, please)

POSITION _____ FULL-TIME _____ PART-TIME _____

DATE _____

Last Name _____ First _____ Middle _____

Other Names Used or Known By _____

Mailing Address _____ City _____ State _____ Zip _____

Present Street Address (if different from mailing address) _____

Telephone (_____) _____ Work Phone (_____) _____ Cell Phone (_____) _____

List all residences for the past five years:

Address:		City:	State:	Zip:
From:	To:	Reason moved:		
Address:		City:	State:	Zip:
From:	To:	Reason moved:		

Address:		City:	State:	Zip:
From:	To:	Reason moved:		
Address:		City:	State:	Zip:
From:	To:	Reason moved:		
Address:		City:	State:	Zip:
From:	To:	Reason moved:		

PERSONAL DATA:

Email Address: _____

Social Security Number: _____

Place of birth: (City / County / State) _____

Are you 18 years of age or older? _____ Yes _____ No

Do you possess a valid Arizona Driver's License? _____ Yes _____ No

If yes, provide number: _____

Is there any reason you could not acquire an Arizona Driver's License? _____ Yes _____ No

If yes, explain: _____

Other States you have possessed a Driver's License: _____

Education and Training

Did you graduate from high school? _____ YES _____ NO

If you did not graduate, last year attended: _____ Last year completed: _____

Name of last high school attended: _____

School address: _____

Do you have a GED? _____ Yes _____ NO (Required to provide a copy of either high school diploma or GED.)

List all colleges, universities and technical schools attended; most recent first.

School Name:	
Address:	
Dates attended: From: _____ To: _____	Semester hours earned: _____
Degree attained / year: _____	Major: _____

School Name:	
Address:	
Dates attended: From: _____ To: _____	Semester hours earned: _____
Degree attained / year: _____	Major: _____

School Name:	
Address:	
Dates attended: From: _____ To: _____	Semester hours earned: _____
Degree attained / year: _____	Major: _____

In the space below, list any training you have acquired that might apply to the position you are seeking.
 - List course or training name, description of training, who provided training, any certificate issued and dates.
 (You will be required to provide proof of training or copies of certificates for all listed training.)

Employment History

Please list most recent first. If presently employed, may we contact your employer? _____Yes _____No

Employer's Name:		Type of business:
Complete Address:		
Phone Number: ()		Supervisor's Name:
Job Title / Description:		
Worked from: (mo / yr)	To: (mo / yr)	Reason for leaving:

Employer's Name:		Type of business:
Complete Address:		
Phone Number: ()	Supervisor's Name:	
Job Title / Description:		
Worked from: (mo / yr)	To: (mo / yr)	Reason for leaving:

Employer's Name:		Type of business:
Complete Address:		
Phone Number: ()	Supervisor's Name:	
Job Title / Description:		
Worked from: (mo / yr)	To: (mo / yr)	Reason for leaving:

Employer's Name:		Type of business:
Complete Address:		
Phone Number: ()	Supervisor's Name:	
Job Title / Description:		
Worked from: (mo / yr)	To: (mo / yr)	Reason for leaving:

Explain any breaks longer than 30 days. Use separate sheet of paper if necessary.

Please, provide any additional comments or information that would be of assistance in considering you for this position.

CIVIL LIABILITY: List any and ALL civil lawsuits in which you have been a party, giving dates and locations, explaining the subject matter and disposition. ALL applicants are subject to a review of credit rating due to employee access to public resources and property, in lieu of bonding.

DRIVING HISTORY: Have you ever had your Drivers License revoked or suspended? If so, list date and location of each occurrence and reasons for revocations or suspended. Applicants are REQUIRED to provide a current (within 30 days) Motor Vehicle Division Printout.

All persons applying for a position with the Northern Arizona Consolidated Fire District will be required to provide the documents listed below as applicable to the position for which they have applied. Originals and photocopies are acceptable and may be submitted with the application. However, all required documents must be on file prior to an offer of employment being made for all positions. All photocopied documents are subject to verification, and documents not provided as required will subject the applicant to termination of consideration for employment.

*****NOTICE: A resume may be attached to the application but is not acceptable as a substitute for completed application form.**

The following documents are required, from all applicants regardless of position for which they have applied. Please, check mark in space provided if documents are attached to application.

- ☐ Social Security Card
- ☐ G. E. D. or High School Diploma
- ☐ College Transcripts -or- College Degrees

The following documents are required for emergency services personnel positions, except as noted.

- ☐ Current Driver's License
- ☐ National Registry & State EMT Certification (Administrative applicants excluded)
- ☐ Advanced Life Support Certifications (if applicable) (Administrative applicants excluded)
- ☐ CPR Card (Administrative applicants excluded.)
- ☐ Professional Licenses, Registrations and Certificates
- ☐ Certificates of Training (Job related)

STATEMENT OF UNDERSTANDING AND AGREEMENT

I authorize investigation of all information contained herein and specifically authorize the employers and references to give you any and all information concerning me and by doing so, release all persons, schools, companies, corporations, credit bureaus, government agencies and medical personnel from any liability for any damages that may result from furnishing same to you.

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

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 times referred to as "policies") may be amended from time to time at the discretion of the District. I agree to conform to District policies, practices, rules, regulations and guidelines. I further agree that nothing in this application is intended to create an employment contract and that any employment and the terms and benefits provided to me are not intended to and do not constitute any contractual relationship, are for no definite period of time and are terminable by myself or the District with or without notice or cause. No oral statements or representations made whether before or during employment can change or modify this non-contractual and at-will relationship.

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 bag/box, purse, issued uniforms and other equipment, etc., in the event it is deemed necessary by District. Periodic notices of random inspections may be given.

Drug and 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 in accordance with department policies. Successful passage of drug testing will be condition for employment and continued employment.

Sexual Harassment: Sexual Harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact 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.

Acquiring and maintaining, in a current status, an Arizona Driver's License and Arizona Emergency Medical Technician Certification are conditions of employment. Failure to maintain both the driver's license and EMT certification will result in termination of employment. [Administrative personnel excluded.]

The District has no specific residency requirement, but it is expected that employees live within or in close proximity to the District area of jurisdiction so as to be available to respond, in a reasonable amount of time, to call-back for incidents. [Administrative personnel excluded.]

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 these forms, statements and provisions are part of this application and will be included within my employment records.

I have read this Statement of Understanding and Agreement and fully understand and agree with it. 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.

Signature

Date

Updated 11/29/2017