



Inviting Applications For:

**Assistant Chief of Operations**

## **A GREAT OPPORTUNITY**

The Bullhead City Fire Department, located in Bullhead City, Arizona is seeking a dynamic and progressive leader for the position of Assistant Chief of Operations. If you are an experienced and knowledgeable officer in the fire service, with a proven track record in effectively managing both people and projects, we invite you to apply.

## **BULLHEAD CITY FIRE DEPARTMENT**

The Bullhead City Fire Department, a progressive and innovative department, is located in the northwest corner of the state where Arizona, Nevada and California meet, nestled along the banks of the Colorado River.

BCFD was created in 1947, and covered one square mile with service by 15 volunteers. Today, the department has grown to serve 40,000+ residents and over two million travelers who pass through the area each year. Operating out of five fire stations, the department provides fire protection and emergency medical services, ALS transport, hazardous materials response, technical rescue, public education and fire prevention. Deploying daily staffing of 25 Fire/EMS personnel, BCFD responds to approximately 11,000 calls per year.

The department's apparatus fleet includes five first line pumpers, two ladder trucks, nine ambulances, one type 3 engine, two type 6 brush trucks, one water tender, two rescue boats and one OHV for off-road rescue.

A career department, BCFD employs 93 highly qualified and dedicated individuals, 75 of whom are sworn personnel, and 18 of whom are support staff. In addition to our full-time career personnel, the department benefits from the services of part-time reserves and volunteer CERT team members.

With a FY 2020/21 operating budget of \$16.3M, the department is financed by property taxes assessed within the District, as well as ambulance transport revenues, Fire District Assistance Tax, and other various service fees.

During the November 7<sup>th</sup>, 2017 election, a General Obligation bond was approved for the Bullhead City Fire Department by the tax payers of Bullhead City. The \$16,680,000 bond will be utilized to purchase fire apparatus, emergency medical equipment and two new fire stations.

## **ORGANIZATIONAL STRUCTURE**

Recognized by the State of Arizona as a special taxing district, the Bullhead City Fire Department is governed by a 5-person Board of Directors elected by the public; the Fire Board has authority over the Fire Chief. The position of Assistant Chief of Operations reports directly to the Fire Chief, and works closely with the Assistant Chief of Logistics. The Assistant Chief of Operations has direct supervision of three Battalion Chiefs, one Division Chief, one Administrative Captain along with indirect supervision of 25 operations personnel.

## **OUR COMMUNITY**

Bullhead City Fire Department serves residents and visitors who enjoy year-round sunshine in a highly favorable climate. While summer temperatures may exceed 110 degrees, the winter months provide ample sunshine and moderate temperatures in the 70's and 80's. Outdoor recreational activities include boating, fishing, golfing, off-roading, hiking, biking and motorcycling. One is sure to always find a great place to relax along the Colorado River.

The community serves as the economic hub and retail shopping area for Western Mohave County and Southeastern Clark County (NV). Bullhead City is located just across the Colorado River from Laughlin, NV, one of the nation's most popular gaming communities.

## **MISSION STATEMENT**

***The Bullhead City Fire Department is dedicated to providing effective emergency services and education to ensure community safety and enhance quality of life***

## **VISION STATEMENT**

***We will be prepared and ready to respond as we pursue every Opportunity to make our community a better and safer place, now and in the future***

## CANDIDATE PROFILE

The ideal candidate for the position of Assistant Chief of Operations shall have demonstrated abilities as a proactive leader, a strong communicator, and a highly engaged officer with strong and ethical decision making abilities. He/she will be focused on high standards of customer service and operational effectiveness and efficiency, and will embrace developing and maintaining relationships both within the organization and within the community. Additionally, the ideal candidate will exhibit integrity, loyalty, commitment to lifelong learning, courage in his/her convictions, and a passion for the fire service.

### *Education and Experience Requirements:*

- A Bachelor's degree from an accredited university or college in Fire Science, Business Administration, Organizational Development, Public Administration.
- 10 years of fire experience, including at least 3 years in a supervisory position equivalent to or higher than the rank of Battalion Chief in a career or combination fire agency.
- Current Emergency Medical Technician (EMT) certification (National Registry or Arizona).
- EFO and/or CFO designation desirable.

*Note: See job description for complete listing of duties and qualifications.*



## COMPENSATION AND BENEFITS

BCFD is committed to providing a competitive total compensation and benefits package for this position.

Salary range: \$85,716 – 122,000

Benefits offered include health (PPO or HDHP w/HSA) and dental insurance for employees and eligible dependents, Arizona Public Safety Personnel Retirement System (PSPRS) or Arizona State Retirement System (ASRS), paid vacation and sick leave, 11 paid holidays, life insurance, educational assistance, and deferred compensation.

## APPLICATION PROCEDURE

Interested applicants shall submit a **cover letter, resume, and completed application form** to:

***Bullhead City Fire Department  
Human Resources  
1260 Hancock Road  
Bullhead City, AZ 86442  
(928) 758-3971***

Applications will not be accepted electronically; the completed application packet must be mailed or dropped off to the above address. Questions may be directed either by phone or email to Adrienne Kinsey ([akinsey@bullheadfire.org](mailto:akinsey@bullheadfire.org))

Completed application packets must be received no later than 16:00 hours on **April 12, 2021**. Following the closing date, all application packets will be reviewed based upon the qualifications and criteria outlined in this information packet. Those candidates that the department determines to be best qualified will be invited to participate in a two-day assessment center to be held on April 21-22, 2021. Participation in the assessment center will be at the candidates' expense.

The successful candidate shall be subject to a complete background investigation, along with pre-employment physical examination, drug screening, fingerprinting, and criminal and motor vehicle background check.

**BULLHEAD CITY FIRE  
DEPARTMENT**

**POSITION:** Assistant Fire Chief

**DEPARTMENT:** Operations

**REPORTS TO:** Fire Chief

**STATUS:** Exempt

**SCHEDULE:** 40-Hour Work Week

**SALARY RANGE:** \$85,716 – 122,000

**JOB SUMMARY:**

Under general direction, the Assistant Fire Chief performs a variety of administrative duties involving the planning, coordination and direction of operations. Provides administrative leadership in emergency services, personnel and training. Assists the Fire Chief in ensuring overall operational readiness of the District at all times. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include participating in training employees, planning, assigning and directing work; appraising performance; rewarding and coaching employees; addressing complaints and resolving problems. This position may require irregular work hours, work at various locations within the district and may include duties other than those specified in the employee's official position description. Assumes full command in the absence of the Fire Chief.

**EXPECTATIONS BY MANAGEMENT OF EACH EMPLOYEE WHILE ON OR OFF DUTY: TO BE LOYAL TO THE ORGANIZATION**

**TO BE SUBORDINATE TO THE CHAIN OF COMMAND  
TO BE AVAILABLE TO WORK WHEN SCHEDULED AND AS MAY BE  
REQUIRED TO BE COMPETENT IN THE POSITION BEING  
COMPENSATED FOR  
TO BE AS PRODUCTIVE AS POSSIBLE  
TO BE ADAPTIVE AS CIRCUMSTANCES REQUIRE  
TO BE RESPONSIBLE AND ACCEPT ACCOUNTABILITY FOR  
PERSONAL ACTIONS TO BE RESPECTFUL AT ALL TIMES**

**ESSENTIAL JOB FUNCTIONS:**

- Functions as senior operational officer and as a member of the executive management team.
- Assists the Fire Chief with the planning, development, implementation and evaluation of key goals and strategies.
- Provides direct supervision to the Shift Battalion Chiefs and Training Division Chief.
- Works closely with the EMS Division Chief in the activities of EMS training and emergency ambulance operations.
- Reviews the operations of the fire suppression shifts to assure the accomplishment of primary goals and objectives.
- Monitors and observes District activities and personnel to ensure that conduct and performance conform to BCFD standards, policies and guidelines.
- Maintains competency in current operational procedures and keeps abreast of current trends in modern fire service management.
- Responds to emergency scenes as necessary and assumes command when appropriate, using established incident command procedures.
- Confers with the Fire Chief to develop, implement and revise policies and departmental procedures.
- Ensures conformance to policies, regulations and procedures.
- May be called upon to provide information to officials of appropriate organizations and citizens groups regarding department operation, policies and procedures.
- Develops and implements major programs and projects.
- Administers personnel programs including performance management processes, employee development programs, and reviews the evaluations written by subordinate personnel.

- Assists in the development of the department budget.
- Undertakes special projects, reports and studies as assigned by the Fire Chief.
- Assists the Fire Chief in strategic and tactical planning, i.e., master planning to assure the most efficient development and utilization of District resources.
- Maintains close liaison with fire, law enforcement and other officials of neighboring public jurisdictions.
- Oversees and coordinates activities of Specialty Teams (Haz Mat, TRT, Dive/Rescue).
- Attends conferences, training sessions and meetings.
- Attends and presents technical information to the Fire District Board on occasion.
- Conducts internal fire department investigations as required.
- Performs other similar duties as assigned.

#### **QUALIFICATIONS:**

- A Bachelor's degree or equivalent in Fire Science Business Administration, Public Administration, Organizational Development or other closely related field.
- 10 years of fire service experience, of which at least three years were in a supervisory position equivalent to or higher than the rank of Battalion Chief in a career or combination fire agency.
- Valid Arizona driver's license.
- Current Emergency Medical Technician (EMT) certification (National Registry or Arizona).
- EFO and or CFO designation desirable.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Extensive Knowledge of:**

- Practices, regulations, methods, and equipment used in EMS, Command, Fire Suppression and Fire Codes according to NFPA, regional, state and federal standards.
- Federal, State and local laws, rules and regulations as they pertain to Fire District activities.
- Management principles regarding fire department administration.
- Human resource management.

##### **Thorough Knowledge of:**

- Training techniques related to Fire/EMS.
- Fire suppression techniques and equipment.
- Departmental operations, policies and procedures, goals and standards.
- Department vehicle and equipment capabilities along with power tool mechanics and operations.

##### **Ability to:**

- Provide leadership to career employees.
- Lead, motivate, train, coordinate and delegate.
- Analyze data, create plans and develop budgets.
- Rapidly make critical decisions under emergency conditions.
- Write, communicate and report in descriptive detail.
- Act as liaison and foster positive community and governmental interactions.
- Delegate and organize multiple changing responsibilities.
- Plan, evaluate, assign and coordinate activities performed by the District employees.
- Prepare technical and administrative reports.
- Work with others in high pressure situations.
- Approach problem solving as an innovative process.
- Prepare and maintain accurate, orderly reports and records.
- Effectively supervise individuals.
- Plan, assign and direct the work of subordinates in emergency conditions and routine work.
- Effectively communicate both verbally and in writing.

- Handle the arduous physical requirements of the job under stressful and adverse conditions.
- Appropriately handle sensitive and or confidential information.
- Analyze situations quickly and correctly and make sound decisions in managing emergency situations.
- Work effectively as the leader of the management team.

**PHYSICAL, MENTAL AND ENVIRONMENTAL 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.
- While performing the duties of this job, personnel are frequently required to stand, sit, walk, talk, hear, use hands or fingers to handle or operate objects, tools or controls, and reach with hands and arms.
- Personnel are occasionally required to climb or balance, stoop, kneel, crouch, crawl, and smell.
- Personnel must be able to occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include distance, color, and peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes.
- Work is often 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.

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.

The Bullhead City Fire Department maintains a drug, alcohol, and tobacco-free environment.

**APPLICATION FOR EMPLOYMENT**

**Bullhead City Fire Department  
1260 Hancock Road  
Bullhead City, AZ 86442  
(928) 758-3971**

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Applicants are considered for all positions without regard to race, religion, sex, national origin, age, marital or veteran status, or any other legally protected status.  
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Date of Application: \_\_\_\_\_ Position applied for: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Are you over 18 years of age? \_\_\_\_\_

Email Address: \_\_\_\_\_

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Have you ever been employed by Bullhead City Fire Department? If yes, give date: \_\_\_\_\_

Are you employed now? \_\_\_\_\_ May we contact your present employer? \_\_\_\_\_

Are you a U.S. Citizen or a legally registered alien? \_\_\_\_\_

*Proof of citizenship or immigration status will be required at time of employment*

Can you travel if the job requires it? \_\_\_\_\_ Driver's License No./State: \_\_\_\_\_

Have you had any traffic citations in the past three years? \_\_\_\_\_ If yes, please list citations:

\_\_\_\_\_

Have you been convicted of a felony within the last seven years? \_\_\_\_\_ If yes, please explain:

\_\_\_\_\_

*(Conviction will not necessarily disqualify applicant from employment.)*

Have you ever been discharged or forced to resign from any position? \_\_\_\_\_ If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

An Equal Opportunity Employer

**EDUCATION**

Did you graduate from high school? \_\_\_\_\_ Highest Grade Completed \_\_\_\_\_

*If accepted, you must provide a copy of your high school diploma or GED certificate.*

Name of college, university, trade or technical schools attended and type of degree received:

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Please describe specialized training, apprenticeships, and certifications attained:

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Have you had any previous fire experience? \_\_\_\_\_ If yes, please indicate level of training, name and address of fire department, and length of service:

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Summarize relevant skills and experience that relate to the position applied for:

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List computer software with which you are familiar: \_\_\_\_\_

Are you fluent in languages other than English? \_\_\_\_\_ If yes, please list:

Language \_\_\_\_\_ Read? \_\_\_\_\_ Write? \_\_\_\_\_

Language \_\_\_\_\_ Read? \_\_\_\_\_ Write? \_\_\_\_\_

Language(s) \_\_\_\_\_ Read? \_\_\_\_\_ Write? \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, religion, gender, national origin, handicap or other protected status.

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Date Employed from: \_\_\_\_\_ to: \_\_\_\_\_ Hourly pay rate: Start \_\_\_\_\_ Final \_\_\_\_\_

Describe work performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Date Employed from: \_\_\_\_\_ to: \_\_\_\_\_ Hourly pay rate: Start \_\_\_\_\_ Final \_\_\_\_\_

Describe work performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

=====

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Date Employed from: \_\_\_\_\_ to: \_\_\_\_\_ Hourly pay rate: Start \_\_\_\_\_ Final \_\_\_\_\_

Describe work performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Date Employed from: \_\_\_\_\_ to: \_\_\_\_\_ Hourly pay rate: Start \_\_\_\_\_ Final \_\_\_\_\_

Describe work performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

=====

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Date Employed from: \_\_\_\_\_ to: \_\_\_\_\_ Hourly pay rate: Start \_\_\_\_\_ Final \_\_\_\_\_

Describe work performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

=====

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Date Employed from: \_\_\_\_\_ to: \_\_\_\_\_ Hourly pay rate: Start \_\_\_\_\_ Final \_\_\_\_\_

Describe work performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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*All information on this application is subject to verification. The Bullhead City Fire Department will conduct background checks including, but not limited to, work references, driving records, criminal conviction records and educational attainment.*

I understand that an employment offer is contingent upon the successful completion of a pre-employment drug test. Applicants testing positive for illegal drugs and/or unauthorized prescription drugs will not be hired by the Bullhead City Fire Department. I further understand that any condition which may preclude my ability to perform essential functions of the job and such conditions that cannot be reasonably accommodated will disqualify me from consideration for employment in the job for which I was examined.

This application for employment shall be considered active for a period of time not to exceed 60 days. I understand that neither this document nor any offer of employment from the employer constitute an employment contract.

If employed, I agree to abide by all policies, rules and regulations established by the Bullhead City Fire Department.

I certify that the answers given herein are true and complete to the best of my knowledge. I agree and understand that omissions, misstatements and falsifications will cause forfeiture on my part of all eligibility to employment with the Bullhead City Fire Department. I authorize investigation of all statements contained in this application for employment.

My signature below acknowledges my understanding and agreement with the above.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date Signed



**Applicant Section:** Fill out entire top portion of form. Complete one from each for your three (3) most recent employers. Sign the form where indicated to authorize the release of this information to us. We will only contact your current employer with your permission (pg. 3). In the event that you are offered a position with the Bullhead City Fire Department, we will have to contact your current employer. LEAVE THIS FORM ATTACHED TO YOUR APPLICATION PACKET. Thank you!

Current or previous employer name: \_\_\_\_\_

Company address, City, State, Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Applicant name: \_\_\_\_\_ Social security number: \_\_\_\_\_

Your position at the above named company: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employer section:** The individual above has applied for a position with our organization and authorized the release of information regarding employment to us. In this lower section, please fill out as much information as you are permitted to and return to us via fax number or the mailing address listed below. Thank you for your assistance!

Name & title of person responding to this request: \_\_\_\_\_

Signature: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Does the above information (position, dates of employment, reason for leaving) agree with your records?

\_\_\_\_\_ YES \_\_\_\_\_ NO If no, please explain: \_\_\_\_\_

Would you rehire? YES \_\_\_\_\_ NO \_\_\_\_\_ If no, please explain: \_\_\_\_\_

Please rate the applicant's job performance:

Characteristic	Excellent	Above Average	Average	Poor	Comments
Quality of work					
Quantity of work					
Attendance					
Attitude and cooperation					
Dependability					
Professional knowledge					
Interpersonal relations					
Learning ability					

Current or ending salary \$ \_\_\_\_\_ per \_\_\_\_\_ Additional comments: \_\_\_\_\_

**Mail to:** Adrienne Kinsey  
Bullhead City Fire Department  
1260 Hancock Road  
Bullhead City, AZ 86442

**OR Fax to:** (928) 763-3297



**CURRENT/PREVIOUS EMPLOYER REFERENCE REQUEST – 2**

**Applicant Section:** Fill out entire top portion of form. Complete one from each for your three (3) most recent employers. Sign the form where indicated to authorize the release of this information to us. We will only contact your current employer with your permission (pg. 3). In the event that you are offered a position with the Bullhead City Fire Department, we will have to contact your current employer. LEAVE THIS FORM ATTACHED TO YOUR APPLICATION PACKET. Thank you!

Current or previous employer name: \_\_\_\_\_

Company address, City, State, Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Applicant name: \_\_\_\_\_ Social security number: \_\_\_\_\_

Your position at the above named company: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employer section:** The individual above has applied for a position with our organization and authorized the release of information regarding employment to us. In this lower section, please fill out as much information as you are permitted to and return to us via fax number or the mailing address listed below. Thank you for your assistance!

Name & title of person responding to this request: \_\_\_\_\_

Signature: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Does the above information (position, dates of employment, reason for leaving) agree with your records?

\_\_\_\_\_ YES \_\_\_\_\_ NO If no, please explain: \_\_\_\_\_

Would you rehire? YES \_\_\_\_\_ NO \_\_\_\_\_ If no, please explain: \_\_\_\_\_

Please rate the applicant's job performance:

Characteristic	Excellent	Above Average	Average	Poor	Comments
Quality of work					
Quantity of work					
Attendance					
Attitude and cooperation					
Dependability					
Professional knowledge					
Interpersonal relations					
Learning ability					

Current or ending salary \$ \_\_\_\_\_ per \_\_\_\_\_ Additional comments: \_\_\_\_\_

**Mail to:** Adrienne Kinsey  
 Bullhead City Fire Department  
 1260 Hancock Road  
 Bullhead City, AZ 86442

**OR Fax to:** (928) 763-3297



**CURRENT/PREVIOUS EMPLOYER REFERENCE REQUEST – 3**

**Applicant Section:** Fill out entire top portion of form. Complete one from each for your three (3) most recent employers. Sign the form where indicated to authorize the release of this information to us. We will only contact your current employer with your permission (pg. 3). In the event that you are offered a position with the Bullhead City Fire Department, we will have to contact your current employer. LEAVE THIS FORM ATTACHED TO YOUR APPLICATION PACKET. Thank you!

Current or previous employer name: \_\_\_\_\_

Company address, City, State, Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Applicant name: \_\_\_\_\_ Social security number: \_\_\_\_\_

Your position at the above named company: \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employer section:** The individual above has applied for a position with our organization and authorized the release of information regarding employment to us. In this lower section, please fill out as much information as you are permitted to and return to us via fax number or the mailing address listed below. Thank you for your assistance!

Name & title of person responding to this request: \_\_\_\_\_

Signature: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Does the above information (position, dates of employment, reason for leaving) agree with your records?

\_\_\_\_\_ YES \_\_\_\_\_ NO If no, please explain: \_\_\_\_\_

Would you rehire? YES \_\_\_\_\_ NO \_\_\_\_\_ If no, please explain: \_\_\_\_\_

Please rate the applicant's job performance:

Characteristic	Excellent	Above Average	Average	Poor	Comments
Quality of work					
Quantity of work					
Attendance					
Attitude and cooperation					
Dependability					
Professional knowledge					
Interpersonal relations					
Learning ability					

Current or ending salary \$ \_\_\_\_\_ per \_\_\_\_\_ Additional comments: \_\_\_\_\_

**Mail to:** Adrienne Kinsey  
 Bullhead City Fire Department  
 1260 Hancock Road  
 Bullhead City, AZ 86442

**OR Fax to:** (928) 763-3297