



## General Information (continued)

Date you are available for work \_\_\_\_\_

Are you a U.S. citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, are you legally eligible to be employed under a visa or work permit? Yes \_\_\_\_\_ No \_\_\_\_\_

## Education

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

Name of High School \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

List colleges, universities, trade or business schools attended:

College/University (circle highest completed):                      1                      2                      3                      4                      5                      6

Name \_\_\_\_\_ Location \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_

Name \_\_\_\_\_ Location \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_

Name \_\_\_\_\_ Location \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_

## Training

List position-related licenses, registrations or certificates.

Description	Number	Expires
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any skills that you have relating to the position applied for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Training (continued)

Indicate with an "X" on the job experience in the following:

Firefighter\_\_\_\_ Engineer\_\_\_\_ Captain\_\_\_\_ Fire Marshal\_\_\_\_ Fire Inspector\_\_\_\_ Wildland\_\_\_\_  
EMT\_\_\_\_ Paramedic\_\_\_\_ Hazardous Materials\_\_\_\_ Technical Rescue\_\_\_\_

---

### Clerical:

Receivables\_\_\_\_ Payables\_\_\_\_ Payroll Processing\_\_\_\_ Multi-line Phone System\_\_\_\_ Filing\_\_\_\_  
Customer Service\_\_\_\_ Writing Correspondence\_\_\_\_ Meeting Minutes\_\_\_\_  
Computer Proficiency: Word\_\_\_\_ Excel\_\_\_\_ Access\_\_\_\_ PowerPoint\_\_\_\_ Publisher\_\_\_\_

## Application Questions

YES answers to the following four questions will not necessarily result in denial of employment. The employer will consider all the circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist the employer in determining your eligibility, qualifications and suitability for employment. Attach additional sheets if necessary.

**Have you ever been convicted of crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)?** You must answer YES even if the matter was later dismissed, deferred, vacated or expunged. If you answer YES, please explain with location and date.

Yes\_\_\_\_ No\_\_\_\_

Explanation\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Are you able to perform essential functions with or without accommodation?** Yes\_\_\_\_ No\_\_\_\_

Explanation\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Do you possess a valid Arizona driver's license?** Yes\_\_\_\_ No\_\_\_\_ DL#\_\_\_\_\_

## Employment History

Applicant **must account for entire work history**, including any gaps in employment. Please provide a **complete explanation for employment gaps**. Begin with your most recent position. List all jobs held whether paid or volunteer. Additional work history forms should be requested if needed.

\_\_\_\_\_  
Current Employer Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Starting Position

\_\_\_\_\_  
Start Date

\_\_\_\_\_  
Starting Salary

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
End Position

\_\_\_\_\_  
End Date

\_\_\_\_\_  
Ending Salary

\_\_\_\_\_  
Supervisor's Name

May we contact your employer?    Yes \_\_\_\_\_    No \_\_\_\_\_

List job duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Previous Employer Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Starting Position

\_\_\_\_\_  
Start Date

\_\_\_\_\_  
Starting Salary

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
End Position

\_\_\_\_\_  
End Date

\_\_\_\_\_  
Ending Salary

\_\_\_\_\_  
Supervisor's Name

List job duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

## Employment History (continued)

Applicant **must account for entire work history**, including any gaps in employment. Please provide a **complete explanation for employment gaps**. Begin with your most recent position. List all jobs held whether paid or volunteer. Additional work history forms should be requested if needed.

Previous Employer Name		Telephone	
Address	City/State	Zip Code	
Starting Position	Start Date	Starting Salary	Supervisor's Name
End Position	End Date	Ending Salary	Supervisor's Name
List job duties: _____			
_____			
_____			
_____			
Reason for leaving: _____			
_____			

Previous Employer Name		Telephone	
Address	City/State	Zip Code	
Starting Position	Start Date	Starting Salary	Supervisor's Name
End Position	End Date	Ending Salary	Supervisor's Name
List job duties: _____			
_____			
_____			
_____			
Reason for leaving: _____			
_____			

## Employment History (continued)

Applicant **must account for entire work history**, including any gaps in employment. Please provide a **complete explanation for employment gaps**. Begin with your most recent position. List all jobs held whether paid or volunteer. Additional work history forms should be requested if needed.

Previous Employer Name		Telephone	
Address	City/State	Zip Code	
Starting Position	Start Date	Starting Salary	Supervisor's Name
End Position	End Date	Ending Salary	Supervisor's Name
List job duties: _____			
_____			
_____			
Reason for leaving: _____			
_____			

Previous Employer Name		Telephone	
Address	City/State	Zip Code	
Starting Position	Start Date	Starting Salary	Supervisor's Name
End Position	End Date	Ending Salary	Supervisor's Name
List job duties: _____			
_____			
_____			
Reason for leaving: _____			
_____			

**Certification, Authorization, Release and Waiver**  
**Read Carefully Before Signing**

- I certify that the information given by me in this Employment Application is true and complete and I understand and agree that the application process or my employment with CVFD may be immediately discontinued if misrepresentations, falsified statements or material omissions are found to have been made. I authorize investigatory agencies, schools, former employers and former supervisors to provide any and all information pertinent to my employability, and hereby release those providing such information from any liability for doing so.
  
- I understand that employment, if offered, is contingent upon satisfactory results of a drug screening, employment verification, criminal background check utilizing fingerprint analysis, motor vehicle report and \*physical examination as required by the District. I also understand that employment, if offered, is contingent upon my providing additional information for employee record purposes and upon my providing proof of identity and lawful authorization to work in the U.S. and completing a form I-9. (\* if applicable)
  
- I also understand that CVFD, being an at-will employer may terminate my employment at any time, with or without cause and without liability and that my employment does not constitute a contract of employment between myself and the District. I will comply with and be governed by all federal and/or state laws, and District policies, rules, and procedures as may be in effect. If requested by the management at any time, I agree, while on Fire District property, to submit to the search of my person, possessions, cars, or of any locker that may be assigned to me, and I hereby waive all claims for damages on account of such examination.
  
- I may be required to take a physical examination, at company expense, at any time, to determine if I am physically fit for the job I am to perform, including drug testing for probable cause, random testing, or pre-employment screening. I authorize any physician or hospital to release any information to the Fire District which may be necessary to determine my ability to perform the duties of a job I am being considered for, prior to employment, or in the future, during employment with the District, including drug testing information.
  
- I further understand that this is an application for employment only and that no employment contract of any kind is being offered or implied. I understand that if I am employed, such employment is for an indefinite period of time and that the District can change wages, benefits and conditions at any time.

I have read and understand the above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date