

HIGHLANDS FIRE DISTRICT

Administrative Offices • 3350 Old Munds Highway, Flagstaff, AZ 86005 • (928) 525-1717



Welcome

GENERAL APPLICATION INFORMATION

This is a general application for the Highlands Fire District, which must be read and understood before entering the application process. The information contained in this packet is very important; therefore, make sure to review the contents before filling out the application form. If you have any questions or need anything explained, please feel free to ask!

There are certain requirements and forms we need for you to know about, understand, and sign. Please read them carefully. If you do not agree with nor accept these requirements, do not sign the documents. Not signing these documents indicates that you are not comfortable with the Highlands Fire District's requirements and should not continue in the selection process.

NOTE: If this is an application for employment and if the testing process does not provide enough acceptable applicants to fill all job openings, then a new recruitment and testing process will be performed. If you wish to be considered for any successive hiring processes you will need to repeat the process.

**Highlands Fire District is an Equal Opportunity Employer.
Thank you for showing an interest in becoming a member of our team.**

WHO THE HIGHLANDS FIRE DISTRICT IS SEEKING

The Highlands Fire District (HFD) is looking for honest, motivated individuals who are proud to be part of a progressive organization that is dedicated to serving the public. We try to recruit and retain the best qualified personnel for the position regardless of race, color, national origin, religion, sex, age, disability, or genetic information.

It is the department's desire to learn as much about the applicant and their qualifications as possible. To accomplish this, we expect applicants to be candid, honest, and responsible while they are participating in the review process.

If the applicant is hired or accepted into volunteer service, he/she will serve a probationary period, so we can learn more about the applicant and inform the applicant about the District and its culture. Being a team player is a very important aspect to successful employment at Highlands Fire District.

Relevant job description(s) are available on our website at www.highlandsfire.org or upon request for the position(s) you are seeking. To have a complete understanding of job requirements and essential functions of the position, please read the minimum qualifications and job functions provided in the job description carefully to make sure you are qualified to meet job requirements.

IMPORTANT INFORMATION FOR APPLICANTS

If you wish to be employed or serve as a volunteer with the Highlands Fire District, the information listed below regarding the selection process will be applicable. Your agreement with the policies and procedures stated here will be confirmed by completing and signing the application form.

1. **Fingerprinting and Background Check** – As per ARS 48-805, Highlands Fire District requires all personnel in a sworn firefighter or volunteer firefighter position to submit a full set of fingerprints for the purpose of obtaining a state and federal criminal records check. If you are hired at HFD, we will provide you with a fingerprint card and envelop to take to Flagstaff Police Department to obtain your fingerprints. The District may also engage in additional background checks, which may include communications with various agencies and organizations. In this regard, verification checks may be made with former employers, educational institutions, references, courts, police and/or credit reporting agencies. If you have reservations about background checks, you should not fill out an application.
2. **Driving Record** – One of the concerns of the District involves an individual's driving record. Since employees and volunteers will use District vehicles and/or their own vehicles to accomplish District business, it is necessary that employees and volunteers have a driving record that is acceptable to our insurance carrier. All applicants must submit a 39 month driving record with their application. This may be obtained from the Department of Motor Vehicles.
3. **At-will Employment** – At-will Employment means an employee, volunteer, or employer, can terminate employment or volunteer service with the District at any time and for any reason. This at-will status cannot be changed by any supervisor or manager either verbally or written.
4. **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 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 work place. Sexual harassment will not be tolerated and will be grounds for immediate termination.

HFD GENERAL APPLICATION CHECKLIST

APPLICANT		
Last Name	First Name	M.I.
Position Applying for:		

Prior to completing the application attached, please indicate that you understand the contents of this hiring packet by checking off the box in front of each document listed below. If you have questions or would like to request a job description, please contact us at (928) 525-1717 or visit us at Highlands Fire Station 23, 3350 Old Munds Hwy, Flagstaff, AZ 86005. Our office hours are Monday – Friday, 8:00 am – 4:00 pm.

DOCUMENTS TO READ	
☐	General Application Information
☐	Who the Highlands Fire District is Seeking
☐	Important Information for Applicants
☐	Applicable Job Description (available online at www.highlandfire.org or by request)
☐	Opportunity Announcement (if available for current position opening/s)
☐	Applicant's Statement

DOCUMENTS TO PROVIDE WITH YOUR APPLICATION	
☐	Copy of your High School Diploma, GED, or evidence of higher education (e.g. Diploma, Transcripts, etc.)
☐	Current 39-month Driving Record from the Motor Vehicle Department (MDV)
☐	Copies of certification documents to validate minimum requirements, training, and experience (FF I & II, EMT Basic, etc.)

It is the policy of the Highlands Fire District to promote and ensure equal employment opportunity for all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, genetic information, or any other bias that is prohibited by law. In accordance with Civil Rights Act, Americans with Disabilities Act, Age Discrimination in Employment Act, Equal Pay Act, and Arizona Civil Rights Act, as each has been amended, the District will not tolerate discrimination in any aspect of employment, including: hiring and firing; compensation, assignment, or classification of employees; transfer, promotion, layoff, or recall; job advertisements; recruitment; testing; use of emergency facilities; training and career development programs; benefits; or other terms, conditions or privileges of employment.

PLEASE SIGN AND ATTACH THIS CHECKLIST TO THE FRONT OF YOUR APPLICATION	
Applicant's Signature	Date

FOR OFFICE USE	
Received by	Date

HIGHLANDS FIRE DISTRICT

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APPLICATION

APPLICANT INFORMATION <i>Please print legibly in ink or complete this application online at www.highlandfire.org</i>			
Last Name		First Name	Middle Name
Address			Apt./Unit #
City		State	ZIP
Phone Number		Other Number	
Email Address			
Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐			
Are you 18 years of age or older? YES ☐ NO ☐ Do you have a valid Arizona Drivers License? YES ☐ NO ☐			
Do you have dependable transportation? YES ☐ NO ☐ May you use your vehicle for business purposes? YES ☐ NO ☐			
Have you ever worked for Highlands FD? YES ☐ NO ☐ If yes, when & what position?			
Are you related to any Highlands FD employees? YES ☐ NO ☐ If yes, name & relationship?			

MILITARY SERVICE		
Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, please explain.		

EMPLOYMENT INFORMATION & AVAILABILITY			
Position/s you are applying for:			Desired Compensation
I am interested in working: Full-time ☐ Part-time ☐ Volunteer ☐ Resident Volunteer ☐			
I am willing to work: 24 hour Shifts ☐ Nights ☐ Weekends ☐ Overtime ☐			
Are you currently employed? YES ☐ NO ☐ If yes, when could you be available to work?			
List any limitations to your availability?			

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APPLICATION

EDUCATION		
High School	From	To
City & State	Did you graduate? YES ☐ NO ☐	
Awards, Extracurricular Activities, etc.		
College/University	From	To
City & State	Did you graduate? YES ☐ NO ☐	
Course of Study/Degree	How many years did you complete?	
College/University	From	To
City & State	Did you graduate? YES ☐ NO ☐	
Course of Study/Degree	How many years did you complete?	
Other	From	To
City & State	Did you graduate? YES ☐ NO ☐	
Course of Study/Degree	How many years did you complete?	

REFERENCES <i>Please list three professional references.</i>		
Full Name	Relationship	# Years Known?
Company	Phone Number	
Address		
Full Name	Relationship	# Years Known?
Company	Phone Number	
Address		
Full Name	Relationship	# Years Known?
Company	Phone Number	
Address		

PREVIOUS EMPLOYMENT *Account for 10 years of your employment history. Please explain any gaps in employment.***Current or Last Employer**

Phone Number

May we contact?

YES ☐NO ☐

Address

From

To

Starting Wage

Ending Wage

Job Title

Supervisor

Job Duties/Responsibilities

Reason for Leaving

Next Previous Employer

Phone Number

May we contact?

YES ☐NO ☐

Address

From

To

Starting Wage

Ending Wage

Job Title

Supervisor

Job Duties/Responsibilities

Reason for Leaving

Next Previous Employer

Phone Number

May we contact?

YES ☐NO ☐

Address

From

To

Starting Wage

Ending Wage

Job Title

Supervisor

Job Duties/Responsibilities

Reason for Leaving

Next Previous Employer

Phone Number

May we contact?

YES ☐NO ☐

Address

From

To

Starting Wage

Ending Wage

Job Title

Supervisor

Job Duties/Responsibilities

Reason for Leaving

Next Previous Employer

Phone Number

May we contact?

YES ☐NO ☐

Address

From

To

Starting Wage

Ending Wage

Job Title

Supervisor

Job Duties/Responsibilities

Reason for Leaving

ADDITIONAL PROFESSIONAL SKILLS

Please list any additional experience, qualifications, professional certifications, technical or clerical skills relevant to this position.

PHYSICAL ABILITY

Please explain any reasonable accommodations that may enable you to perform the essential functions of this position.

APPLICANT'S STATEMENT

1. All information given by me in this application is true and correct. False information (misrepresentation or omission of information) is a basis for dismissal. 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 from any liability for any damage that may result from furnishing same to you.
2. In consideration for my employment or volunteer service, I agree to conform to the Highlands Fire Department's policies, practices, rule/regulations and guidelines, which may be changed from time to time. I agree to help maintain a positive work atmosphere by behaving and communicating in a manner that gets along with customers, clients, co-workers and supervisors. I further agree that my position (and the terms and benefits provided to me) is not intended to and does not constitute any contractual relationship, is for no definite period of time, and is terminable by myself or the Highlands Fire District with or without notice or cause. No oral statements or representations made either before or during employment or volunteer service can change or modify this non-contractual and at-will relationship.
3. In further consideration for my employment or volunteer service, I understand and agree that there are other forms, statements and provisions that must be completed and agreed to, and those forms, statements and provisions will be part of this application and will be included within my personnel records.

Applicant's Signature

Date

THIS APPLICATION WILL BE GIVEN EVERY CONSIDERATION, BUT ITS RECEIPT DOES NOT IMPLY THAT THE APPLICANT WILL BE INTERVIEWED, ACCEPTED INTO VOLUNTEER SERVICE, OR EMPLOYED.