

Heber Overgaard Fire District
Division of Administration



VOLUNTEER EMPLOYMENT APPLICATION

- Please type or print neatly in ink.
- All requested information must be furnished.
- Be sure to sign the application.
- A resume may be submitted, however you must
- complete all information on this application.

APPLICATION DATE: _____

NAME: _____ Are you over 18 years of age? _____
LAST FIRST MIDDLE

ADDRESS: _____
STREET/APT# CITY STATE ZIP CODE

MAILING ADDRESS: _____

TELEPHONE (____) _____ CELL (____) _____ CELL CARRIER _____

E-MAIL ADDRESS: _____

Have you ever been convicted of a criminal offense, including traffic violations? YES ____ NO ____

If yes, please describe or explain: (a YES will not necessarily bar you from employment)

EDUCATION

High School Diploma or GED? YES ____ NO ____ High School _____ Graduation Date: _____

Circle highest grade completed: 8 9 10 11 12 College: 1 2 3 4 5 6

Names of Colleges or Universities Attended From / To Degree Major or Field of Study

Other Schools: Technical, Trade, etc. From / To Courses or Field of Study

Registrations / Certifications / Licenses / Special Skills: _____

PARAMEDIC CERTIFICATION # _____ STATE _____ National Registry YES / NO Expiration Date: _____

EMPLOYMENT HISTORY

Provide the following information for your past and current employers, assignments, military and volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in the comments section at the bottom of this page.

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EMPLOYERTELEPHONE

ADDRESSCITYSTATEZIPCODE

POSITION/JOB TITLEFROMTO

SUPERVISORSALARY

DATES EMPLOYEDREASONS FOR LEAVING

May we contact your present employer/supervisor YES ____ NO ____

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EMPLOYERTELEPHONE

ADDRESSCITYSTATEZIPCODE

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Employment History Comments:

NOTICE TO APPLICANTS

DRUG AND ALCOHOL SCREENING

The Heber-Overgaard Fire District has established a drug-free workplace. Screening tests for illegal drugs and alcohol may be required before hiring and during your employment.

APPLICANT INFORMATION RELEASE WAIVER - BACKGROUND CHECKS

The Heber-Overgaard Fire District requires criminal and driving history background checks prior to employment. This procedure includes fingerprinting by a law enforcement agency of the employer's choice. (This process may be at the applicant's expense)

39 MONTH MVD REPORT – DRIVING POSITION ONLY

The Heber-Overgaard Fire District requires a 39 month Motor Vehicle Division report at the time of the application.

REFERENCES

The Heber-Overgaard Fire District reserves the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify that accuracy of the information contained in this application. As the applicant, you hereby release the Heber-Overgaard Fire District from any and all liability for seeking, gathering and using such information and all other persons, corporations and organizations for furnishing such information.

MEMBERSHIP REQUIREMENTS

The Heber-Overgaard Fire District requires all employees to be legal United States Citizens and be a minimum of 18 years of age. All employees must be able to obtain and retain a valid Arizona Driver's License. Other requirements may also apply at time of employment.

EQUAL OPPORTUNITY EMPLOYMENT

The Heber-Overgaard Fire District is an equal opportunity employer. The District does not discriminate against any applicant or employee based on race, color, religion, sex, age, national origin, or physical or mental handicap.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. This application is current for 90 days or the open employment period specified on the employment posting.

I hereby certify that all questions on this application are true, and I understand and agree that any misstatement or omission of material facts contained in this application and materials attached may disqualify me or be cause for dismissal from employment with the Heber-Overgaard Fire District. I also understand that it is my responsibility to keep the Heber-Overgaard Fire District advised of any change of address and once submitted, this form and all materials attached, becomes property of the Heber-Overgaard Fire District.

SIGNATURE _____ DATE _____

APPLICANT INFORMATION RELEASE WAIVER

Applicant: _____

I voluntarily and knowingly authorize, for employment purposes only, any present or past employer or supervisor, university or institution of learning, administrator, law enforcement agency, state agency, federal agency, credit bureau, private business, military branch or the National Personnel Records Center, the Bureau of Criminal Apprehension, personal reference, and/or other persons or organizations, to give record of information they may have concerning my criminal history, motor vehicle history, earnings history and employment records, general reputation, character, and any other information requested by the Heber-Overgaard Fire District and/or its agents or representatives. I understand that, if hired, my consent will apply throughout my employment with the District.

Applicant Name: _____

Applicant Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____