



WILDERNESS RANCH FIRE PROTECTION DISTRICT

Commissioners: Chris Collins(District 1) • Josh Owens(District 2) • John Larson (District 3)
Fire Chief: Colton McCarthy • Clerk: Melanie Clark

APPLICATION FOR EMPLOYMENT

PART-TIME FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT

SECTION 1: PERSONAL INFORMATION

Full Name: _____
Street Address: _____
City/State/Zip: _____
Phone Number: _____ Email Address: _____
Are you legally authorized to work in the United States? ☐ Yes ☐ No
Are you 18 years of age or older? ☐ Yes ☐ No

SECTION 2: POSITION & AVAILABILITY

Date Available to Start: _____

SECTION 3: EDUCATION & CERTIFICATIONS

High School Name & Location: _____
Diploma/GED Received? ☐ Yes ☐ No
College/University Name & Location: _____
Degree/Major: _____
Specialized Certifications (e.g., Notary Public, Microsoft Office Expert): _____

SECTION 4: EMPLOYMENT HISTORY

(List your three most recent positions, starting with the most current)

1. Employer Name: _____ **Job Title:** _____
Dates of Employment (Mo/Yr): _____ to _____
Supervisor Name & Phone: _____
Reason for Leaving: _____
Primary Duties: _____

2. Employer Name: _____ **Job Title:** _____
Dates of Employment (Mo/Yr): _____ to _____
Supervisor Name & Phone: _____

Reason for Leaving: _____

Primary Duties: _____

3. Employer Name: _____ **Job Title:** _____

Dates of Employment (Mo/Yr): _____ to _____

Supervisor Name & Phone: _____

Reason for Leaving: _____

Primary Duties: _____

SECTION 5: SPECIALIZED SKILLS & COMPETENCIES

Check all skills in which you possess intermediate-to-advanced proficiency:

☐ Data Entry / Typing (WPM: ____) ☐ Microsoft Word & Excel ☐ Attendance Tracking
☐ Minutes Taking ☐ Event Planning ☐ Website Management ☐ Incident
Reporting/Billing ☐ Calendar / Schedule Management ☐ Firehouse/Emergency
Software

Describe any experience you have working with public safety, county/municipal government, emergency services, or handling highly confidential personnel files:

SECTION 6: BACKGROUND & ACKNOWLEDGMENT

Note: A criminal background check is a mandatory conditions of employment for all fire department personnel.

By signing below, I certify that all statements made in this application are true, complete, and correct to the best of my knowledge. I understand that any false statements or omissions may result in the rejection of my application or termination of employment. I authorize the Fire Department and its agents to investigate my background, employment history, and references.

Applicant Signature: _____ Date: _____