

# EMPLOYMENT APPLICATION

## VALLEY REGIONAL FIRE AUTHORITY



HUMAN RESOURCES | 1101 D ST NE AUBURN WA, 98002 | (253) 288-5800 | [HR@VRFA.ORG](mailto:HR@VRFA.ORG)

VRFA is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, national origin, creed, age, marital status, genetic information, pregnancy and maternity, veteran status, disability status, or any other basis prohibited by federal, state or local law. If you require accommodation to complete the application, testing, or interview process, please contact the Human Resources Department for assistance at 253-288-5800. Applications must be completed fully for each position even when submitting a resume in addition to this application. Incomplete applications may not receive the maximum credit for experience and/or consideration in the selection process. Please DO NOT submit a photograph of yourself.

NOTE: The original job announcement will indicate if a Supplemental Questionnaire is required.

### CONTACT INFORMATION

#### POSITION APPLYING FOR:

FULL NAME:	MAILING ADDRESS		
EMAIL:	STREET:		
PRIMARY PHONE:	CITY:	STATE:	ZIP:

### EMPLOYMENT QUESTIONS

Have you been known by any other name by any of your employers or any education institution you have attended?

Yes No

➤ If YES, please list name(s):

Have you ever applied with the VRFA?

Yes No

➤ If YES, provide date(s) and position(s):

Have you previously been employed by the VRFA?

Yes No

➤ If YES, provide title and dates of employment:

Are you related to anyone working for the VRFA?

Yes No

➤ If YES, provide employee's name and title:

VRFA policy prohibits immediate family members from working in any capacity that may create a conflict of interest.

Are you prevented from lawfully becoming employed in this county because of visa or immigration status?

Yes No

Documentation of authorization of legal right to work in the U.S. will be required upon employment.

Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation?

Yes No

In compliance with the Americans with Disabilities Act, a disability will be considered only in the context of an applicant's ability to perform the essential functions of the job and to determine reasonable accommodation.

If the job for which you are applying requires a driver's license, do you possess one with no pending risk of loss?

Yes No

➤ If YES, Issuing State:

## EDUCATION &amp; EXPERIENCE

College:

Location:

Major/Degree:

Years Completed:

Additional Education:

Location:

Major/Degree:

Years Completed:

High School:

Location:

Do you have a High School Diploma

Years Completed:

or GED Equivalent?      YES      NO

Military:

Years Completed:

Trade, Other:

Years Completed:

## POSITION-RELEVANT SKILLS &amp; ABILITIES

Please indicate skill level, months and years of experience, and any relevant certifications.

Computer software, Office Programs or other Desktop Applications:

Office Equipment:

Facilities or maintenance equipment (if applicable):

## EMPLOYMENT HISTORY

*Please complete job data for each position*

Begin with your present or most recent employment, list all work or experience history for the past 10 years and experience prior to that time which is directly related to the position for which you are applying.

Include periods of self-employment, unemployment, and military service assignments.

List each promotion separately. In evaluating your qualifications, preference will be given to experience during that period. Use additional sheets of paper if necessary.

Job Title:	Employed from:	to:
Employer:	Hours Per Week:	
Employer's Address:	Phone Number:	
	Number of Employees Supervised:	
Supervisor & Title:	Type of Employees Supervised:	

Briefly describe work duties and level of responsibility:

Are you presently employed?    YES    NO

If YES, may we contact your current employer?    YES    NO

Reason for leaving:

Job Title:	Employed from:	to:
Employer:	Hours Per Week:	
Employer's Address:	Phone Number:	
	Number of Employees Supervised:	
Supervisor & Title:	Type of Employees Supervised:	

Briefly describe work duties and level of responsibility:

Reason for leaving:

Job Title: Employed from: to:

Employer: Hours Per Week:

Employer's Address: Phone Number:

Number of Employees Supervised:

Supervisor & Title: Type of Employees Supervised:

Briefly describe work duties and level of responsibility:

Reason for leaving:

Job Title: Employed from: to:

Employer: Hours Per Week:

Employer's Address: Phone Number:

Number of Employees Supervised:

Supervisor & Title: Type of Employees Supervised:

Briefly describe work duties and level of responsibility:

Reason for leaving:

Please explain any extended gaps (one month or more) in employment:



## SIGNATURE STATEMENT

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#### CRIMINAL CONVICTIONS

The Valley Regional Fire Authority is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's conviction record as it relates to job performance. A conviction record will not automatically disqualify you for employment. Once an applicant has been found otherwise qualified for the position sought, Valley Regional Fire Authority will ask those applicants advancing in the hiring process to disclose information about their criminal history in the last ten years.

#### SIGNATURE REQUIRED

To the best of my knowledge, the information herein is true and complete. I have read the Position Announcement and I can perform the essential functions of the position for which I am applying, with or without reasonable accommodation.

I understand that any false or misleading statement, or material omission, or misrepresentation, intentional or unintentional, in any of my answers or statements may be grounds for elimination from further consideration, or if employed, may be cause for dismissal.

Further, I authorize the VRFA to investigate all statements in this application or other supporting employment documents, and to secure any necessary information from all my employers, references, and academic institutions. I understand that any offer of employment is contingent upon receipt of a satisfactory report on my academic credentials, employment history and/or credit history. I hereby release all those employers, references, academic institutions and the VRFA from any liability arising from their giving or receiving information about my employment history, my academic credentials, and/or my suitability for employment with the VRFA. I further certify that I am not engaged in any outside activity or business that could be considered in conflict with Valley Regional Fire Authority's interest or those of its clients, nor will I become engaged in such activity or business if employed.

I understand that if I am applying for employment in a position where I will or may have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the Valley Regional Fire Authority will complete a thorough background check as allowed by the Child/Adult Abuse Information Act. Background checks are also completed for other positions.

I understand that I will be tested for the presence of drugs as part of the pre-employment screening if I am applying for a safety sensitive position or one which requires a Commercial Driver License (CDL).

I understand that nothing in this employment application or other supporting employment documents, in the VRFA's policy statements or personnel guidelines, or in my communications with any VRFA official is intended to create an employment contract between me and the VRFA. No promises regarding employment have been made to me. Unless specifically provided in a contract or ordinance approved by the Administrator, all employees are "at will", whose employment and compensation can be terminated, with or without cause, and with or without notice, at the option of the VRFA or myself. I also understand that the VRFA has the right to modify its policies without giving me any advance notice of the changes, unless specified in a collective bargaining contract.

***I hereby acknowledge that I have read and understand the preceding statements.***

Date:

Name (please print):

Signature:



## EMPLOYMENT RECORDS RELEASE FORM

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#### AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS

##### References will only be checked for finalists.

Current and/or prior employers will only be contacted after an applicant has been notified that he/she is being considered as one of the finalists.

I certify that the information given by me to the Valley Regional Fire Authority is true and complete to the best of my knowledge. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, will result in disciplinary action up to and including immediate dismissal.

I, the undersigned applicant for employment with the Valley Regional Fire Authority, in consideration of the review of my employment application, do authorize the Valley Regional Fire Authority to solicit information regarding my character, general reputation, previous employment, education and similar background information, and to contact any and all references I have provided and given on my application.

I understand that this release includes authorizing the Valley Regional Fire Authority representatives to review information contained in my personnel files and current and previous employers. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release the Valley Regional Fire Authority from any liability for future references it may provide regarding my work history at the Valley Regional Fire Authority.

***It is my intention that any copy of this authorization be as effective as the original.***

Date:

Name (please print):

Signature:



**VALLEY REGIONAL FIRE AUTHORITY**

**Human Resources Division**

1101 D Street NE, Auburn, WA 98002

[HR@vrfa.org](mailto:HR@vrfa.org)

*Voluntary Form*

Name: \_\_\_\_\_  
(PLEASE PRINT) LAST FIRST MI

We would appreciate completion of the information below. This is entirely voluntary. The Valley Regional Fire Authority is committed to non-discrimination in employment practices and will not use any responses for hiring or other personnel decisions. This information will be kept confidential and will be used for EEO record keeping purposes only.

Sex ☐ Female ☐ Male

Ethnic Category (Check one) ☐ Caucasian ☐ African American ☐ Hispanic or Latino ☐ Asian  
☐ Native Hawaiian or Other Pacific Islander ☐ Alaskan Indian/Native American  
☐ Two or More Races ☐ Other: \_\_\_\_\_

Please tell us how you learned of this opening by checking the box of the source:

- |   |   |
|---|---|
| <input type="checkbox"/> VRFA Employee        | <input type="checkbox"/> Internet (General)                     |
| <input type="checkbox"/> VRFA Employment Page | <input type="checkbox"/> School/College                         |
| <input type="checkbox"/> Indeed.com           | <input type="checkbox"/> Friend/Relative                        |
| <input type="checkbox"/> Craigslist.com       | <input type="checkbox"/> Professional Publication/Internet Site |
| <input type="checkbox"/> AWC Job Net          | Which one? _____  |
|   | <input type="checkbox"/> Other: _____                           |

**APPLICATION PACKET ASSEMBLY and HIRING PROCESS:**

1. Valley Regional Fire Authority Front Page
2. Education & Experience, Skills & Abilities, Employment History
3. Supplemental Questionnaire (if required or indicated in original job announcement)
4. Signature Statement
5. Authorization To Release Employment Records
6. The following items may follow in this order:  
Cover Letter, Resume, Reference List, etc.
7. Please make this sheet the **LAST PAGE** as it will be removed.

Applicants who submit a complete and timely application and are invited to participate in the testing and/or interview stage of the selection process **will be notified by phone, email, or mail.**

Those who are not selected to move forward in the process will be notified by mail.

*Thank you for your interest in the Valley Regional Fire Authority and the communities we serve*