



An Equal Opportunity Employer

MLFD Application

Mormon Lake Fire Department
1067 Mormon Lake Road
Mormon Lake, AZ 86038
Bus No. (928) 354-2231
Fax No. (928) 354-2334

This Application will be given every consideration, but its receipt does not imply that the applicant will be interviewed or accepted.

Please complete each section of this application. (Print in ink or type)

Date: _____

Email: _____

Name: _____

(First)

(Middle)

(Last)

(Soc. Sec. Number)

Address: _____

(PO Box and/or Street)

(City)

(State)

(Zip)

Phone: _____

(Home)

(Cell)

(Other)

Emergency Contact: _____

(Name)

(Phone)

(Cell)

(PO Box and/or Street)

(City)

(State)

(Zip)

Position Applied For: _____ 18 years of age or older? _____

Yes

No

Are you a full-time resident of Mormon Lake? Yes _____ No _____

Do you have dependable transportation? Yes _____ No _____

Do you have a valid unrestricted Arizona driver's license? Yes _____ No _____

Driver's license number: _____ Expiration Date: _____

Would you be willing to drive your personal vehicle for District business if necessary? Yes _____ No _____

Are you legally eligible for employment in the USA? Yes _____ No _____

Are you currently employed? Yes _____ No _____



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EMPLOYMENT HISTORY – MUST BE FULLY COMPLETED

Current or Last Employer

CURRENT OR LAST EMPLOYER		MAY WE CONTACT?	
ADDRESS OF EMPLOYER			
STARTING POSITION		CURRENT OR LAST POSITION	
DATE EMPLOYED FROM:		TO:	
IMMEDIATE SUPERVISOR:		PHONE NO:	
DUTIES:			
REASON FOR LEAVING:			

Next Previous Employer

CURRENT OR LAST EMPLOYER		MAY WE CONTACT?	
ADDRESS OF EMPLOYER			
STARTING POSITION		CURRENT OR LAST POSITION	
DATE EMPLOYED FROM:		TO:	
IMMEDIATE SUPERVISOR:		PHONE NO:	
DUTIES:			
REASON FOR LEAVING:			

Next Previous Employer

CURRENT OR LAST EMPLOYER		MAY WE CONTACT?	
ADDRESS OF EMPLOYER			
STARTING POSITION		CURRENT OR LAST POSITION	
DATE EMPLOYED FROM:		TO:	
IMMEDIATE SUPERVISOR:		PHONE NO:	
DUTIES:			
REASON FOR LEAVING:			



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References: Please list three professional references.

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: _____

Accommodations: Please list and explain any reasonable accommodations that would be required during your employment with the Mormon Lake Fire Department.

I, _____ authorize the Mormon Lake Fire District's designated personnel to request detailed information from my previous employers and references in regards to my performance of duties, records, and my conduct with regards to the functions of my previous employment.

(Applicant Signature)

(Date)

(Witness Signature)

(Date)



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APPLICANT'S STATEMENT

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, schools, companies, corporations, and government agencies from any liability for any damage that may result from furnishing same to you.

I further understand that my fingerprints will be used to check for any criminal history records of the FBI. If an FBI criminal history record does exist, it will be used to determine eligibility for hire/volunteering. In the event an FBI criminal history record is disputed by an applicant, the applicant will have a period of 30 days to complete or challenge the information in the record as set forth in Title 28, Code of Federal Regulations (CFR) Section 16.34 and shall not disqualify a candidate before this time has expired or if the applicant declines to challenge the record. The department may extend this period for challenge at its discretion. Criminal history records shall only be used to determine eligibility for hire/volunteering. These records will only be discussed and disclosed to the applicant as dictated by law and/or Statute. Additionally, no copies of the criminal history shall be provided to the applicant and will be maintained in a restricted location until its retention period is met and shall then be utterly destroyed by authorized personnel. Information on how to review and challenge your FBI criminal history record can be found at www.fbi.gov under "Services" and then "Identity History Summary Checks" or by calling (304) 625-5590. To obtain a copy of your Arizona criminal history in order to review/update/correct the record, you can contact the Arizona Department of Public Safety Criminal History Records Unit at (602) 223-2222 to obtain a fingerprint card and a Review and Challenge packet. Information on the review and challenge process can be found on the DPS website (www.azdps.gov).

I further agree to submit to alcohol and/or drug screening testing, if requested of me, at any time prior to or during my time with the District, including but not limited to, urinalysis test, polygraph test, blood test, hair sampling, saliva test, random or announced testing, with or without reasonable suspicion.

In consideration for my position, I agree to conform to the department policies, practices, rules/regulations, and guidelines, which may be changed from time to time. No oral statements or representations made either before or during this position with the MLFD can change or modify an employment contractual.

In further consideration for my position, I understand and agree that there are other forms, statements, and provisions that have to be completed and agreed upon, and those forms, statements, and provisions are part of this application and will be included within my employment records.

By signing this application, I certify under penalty of law that the information provided anywhere in this application is true, correct and complete to the best of my knowledge and belief.

(Applicant Signature)

(Date)

(Witness Signature)

(Date)



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STATEMENT OF UNDERSTANDING

In furtherance of and in addition to the understandings stated on this application, you are asked to sign this Statement of Understanding.

1. The District utilizes basic common-sense rules, standards, guidelines, and practices in its day-to-day work requirements. Only some of these rules, standards, etc., are in written form; however, both the written and unwritten standards of job performance are in effect. The rules, standards, guidelines, and practices (often times referred to as "policies") may be amended or rescinded from time to time at the discretion of the District. These "policies" are not intended to and do not constitute any contractual relationship.
2. District property and District premises include lockers, closets or other receptacles for storing personal property. The District reserves the right to inspect or search lockers, etc., in the event grounds exist for such inspection or search or on a random basis. The grounds may include questions, suspicions or investigation of theft or missing property (District or otherwise), possession of alcoholic beverages or illicit drugs and/or possession of dangerous weapons. I understand and agree that I am subject to the possibility of searches or inspections of my personal effects, lunch box, purse, etc., in the event it is deemed necessary by the District. Periodic notices of random inspections may be given.
3. I understand that my position with the Mormon Lake Volunteer Fire District may require that I am exposed to hazardous or life-threatening situations; although if I feel unsafe at any time, I may decide to not participate in specific duties. In this event, I will immediately notify the Fire Board.
4. Drug/Alcohol Testing – In order to assure a drug-free work environment, the District prohibits the use, sale, transfer, being under the influence of and/or reporting to work after using or ingesting illicit drugs. One way to maintain a drug-free workplace is to test applicants and volunteers, and therefore, successful passage of drug testing may be a condition for employment and/or continued employment.
5. Sexual or other Unlawful Harassment – Sexual harassment is defined as any unwelcome sexual advances, requests 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 workplace. Sexual harassment will not be tolerated and will be grounds for immediate termination.

(Applicant Signature)

(Date)

(Witness Signature)

(Date)