



**MOUNTAIN VISTA
FIRE DISTRICT**



**MOUNTAIN VISTA FIRE DISTRICT
FIRE CHIEF
INFORMATION AND APPLICATION PACKET**



THE COMMUNITY

Located in northern Pima County, including parts of the towns of Oro Valley and Marana, **the Mountain Vista Fire District** serves 38,000 residents in a 19 square mile area. The MVFD has a blend of retail and commercial areas, intermixed with a variety of beautiful suburban residential neighborhoods. Nestled between the Catalina and Tortolita mountain ranges, approximately three miles north of the Tucson city limits, the area sits at an elevation of approximately 2600 feet. The area enjoys one of the sunniest and most comfortable climates in the country, delivering average high temperatures of 83 degrees and average low temperatures of 54 degrees. A benefit of these moderate temperatures is that residents can enjoy the beautiful outdoors year around. Golfing, biking, hiking, and other outdoor activities are readily available to residents. Numerous daytrip adventures include magnificent hiking trails, boating/fishing/skiing at several lakes within a two-hour drive, and winter snow skiing at Mount Lemmon, only a one hour drive away. Popular attractions in the vicinity include Tohono Chul Park, the Biosphere, Colossal Cave, the Arizona Sonora Desert Museum, Old Tucson Studios, and Kartchner Caverns.

THE DISTRICT

MVFD was established in 2008 by the merger of three small districts: North Ranch/Linda Vista, Heritage Hills, and La Canada, all of which were originally formed in 1992. At the time of the 2008 merger, the District contracted for fire protection services. Transitioning from the contracted services, MVFD hired its own personnel, going operational in July 2014 in order to provide services directly to its residents. Today, operating out of an administrative headquarters and two strategically located fire stations, the District provides fire and emergency medical services, which include fire suppression, emergency medical response, rescue, fire prevention, public education and a host of non-emergency services such as venomous creature removal.

Currently deploying normal daily operational staffing of 12 personnel, the District responds to approximately 4200 calls per year. The MVFD provides service with three engines, one ladder truck, two adaptive response units, one brush truck, one water tender, and five staff vehicles. MVFD prides itself on its facilities, apparatus and equipment. The District administrative office is located at 1175 W. Magee Road; this location is also home to Station 610. The second facility, Station 620, is located at 9310 N. Shannon Road.

With a budget of \$5.5M, the District is primarily financed by property taxes assessed within the District, as well as by fee for service contracts and wildland contract revenues. The District has always had a philosophy of meeting the emergency response needs of the community by providing high quality and cost effective service. This has been accomplished while maintaining one of the lowest tax rates in the State of Arizona for comparable size fire districts, and by continually looking at how best to meet or exceed national response time standards in an efficient and consistent manner, as well as meeting or exceeding national training standards.

THE ORGANIZATIONAL STRUCTURE

Recognized by the State of Arizona as a special taxing district, MVFD is governed by a five person Board of Directors elected by the public. The Board is comprised of a Chairperson, a Clerk, a Treasurer and two other Directors. With preparation and guidance by the Fire Chief, the Fire Board approves the annual budget and establishes policy, which the Fire Chief is responsible for implementing and administering. Reporting directly to the Fire Board, the Fire Chief has direct supervision of three Battalion Chiefs, the Community Relations Manager, the Fire Inspector, and the Administrative Coordinator, and indirect supervision of all other District employees.

A career department, Mountain Vista Fire District employs 44 highly qualified and loyal individuals, including civilian support staff. The District enjoys a positive and progressive relationship with the MVFFA chapter of the Northwest Firefighters Association Local 3572, whose members are active in the communities we serve.

MISSION, VISION AND VALUES

Our Mission: *"Community First"*

Our Vision: *"To be the accepted standard of excellence in the delivery of fire and rescue services."*

Our Values: *"Mountain Vista Fire District will be driven by Integrity, Partnership, Innovation and Service."*



CURRENT STRATEGIC PRIORITIES

Working collaboratively, the Fire Chief, Fire Board, and members of staff develop a strategic plan and identify key strategic goals that steer the efforts of the District in meeting the ever changing needs of the public we serve. The current key strategic priorities include:

Fiscal and Resource Management:

- Demonstrate fiscal responsibility through establishing financial policies and budgeting practices that accomplish the highest priorities and results
- Develop, implement, and communicate a comprehensive organizational development plan to address recruitment, retention and succession, which builds staff confidence and competence
- Implement reputable and innovative technology initiatives to support District business processes and improve the delivery of emergency services
- Demonstrate sound business practices through compliance with all legal requirements established by Federal, State and Local authorities

Communications and Relationships:

- Maintain and implement a long-range strategic communication plan that incorporates citizens, personnel and response partner relationships
- Create an enhanced connection with residents, neighbors, Pima County, and the Towns of Oro Valley and Marana through focused outreach, strategic utilization of various communication methods and focusing on outstanding customer service
- Evaluate and implement additional programs that bring Board Members together and strengthen their relationship with each other and staff to foster a sense of cooperation and unity
- Evaluate and implement opportunities to foster personnel involvement in meaningful ways that strengthen their relationship with the Executive Team to foster a sense of cooperation and unity

Response and Customer Service:

- Identify, evaluate, and implement effective organizational models, strategies and staffing plans to integrate and enhance service delivery by putting the community first
- Continuously evaluate Fire and Emergency Medical Service response times and patient care while continuing to explore innovative models of service delivery
- Develop, implement and deliver a comprehensive training plan to meet the needs of current and future employees to ensure high levels of employee satisfaction and enhanced customer service

Sustainable Growth:

- Establish a long-range annexation plan that incorporates the desires and needs of the prospective residents while maintaining a balance with the financial ability of the District and its ability to maintain excellence in service to existing, as well as future, property owners

- For existing developed properties adjacent to our District boundaries, develop strategies for annexation that are fiscally, legally and politically achievable that create opportunities for self-initiated annexation
- For new development adjacent to our District boundaries, create opportunities for developer-initiated annexation prior to starting the development approval process



THE IDEAL CANDIDATE

The Mountain Vista Fire District is seeking a visionary leader with a proven track record for providing competent and practical leadership in a fire department that values innovation and diversity. The ideal candidate will demonstrate strong communication skills, decision making abilities, and the desire and vision to shape the culture of the organization. The chosen candidate will be focused on high standards of public service and will embrace developing and maintaining relationships both within the organization and the community we serve. This strong leader will bring significant business acumen and fiscal management skills, including long term budget planning at various cycles of organizational growth. Additionally, the ideal candidate will have a positive history of cooperative and collaborative labor/management relationships.

A progressive leader, the ideal candidate will be well versed in the use of technology and online/social media strategies employed to enhance communication and outreach to the community. The new Fire Chief will be a consensus builder, collaborating within every strata of the organization. In order to develop strong relationships both internally and externally, the ideal candidate will possess organizational and political savvy, recognizing and understanding organizational politics and working within organizational dynamics to accomplish goals. With a strong leadership and command presence that garners respect, the leader will value and promote competency and employee development through active mentoring and training.

As an ambassador for the Mountain Vista Fire District, the new Fire Chief will create a culture that is characterized by honesty, integrity, participation, transparency and high ethical standards. He or she will embody a passion for excellence and outstanding public service, and will be known for his or her highly credible professionalism. A true public servant, this leader will be a decision maker who is accessible and accountable to the Fire Board, the staff and the community.

The background of the ideal candidate will reflect a balance of progressively responsible operational and administrative fire service experience, and shall possess the following Education/Experience requirements:

- Bachelor's degree from an accredited university or college in Public Administration, Business Administration, Fire Science, Political Science or other related field. Master's degree, EFO, or CFO preferred.
- Ten years of Fire/EMS experience, including at least five years in Fire/EMS operational management at the level of Battalion Chief or above.
- Demonstrated ability in the development and management of budgets, preferably in a governmental setting

COMPENSATION AND BENEFITS

The Mountain Vista Fire District is committed to providing a highly competitive compensation and benefits package.

- **Salary Range: \$100,000 - \$125,000**, depending on experience.
- The MVFD offers a full benefit package including 10 paid holidays, PTO, medical/dental/ vision insurance, uniform allowance, short and long term disability, life insurance, AD&D insurance, and a 457(b) deferred compensation plan.

APPLICATION PROCESS

Interested applicants shall submit a cover letter, resume, completed application form, and the completed supplemental questionnaire to:

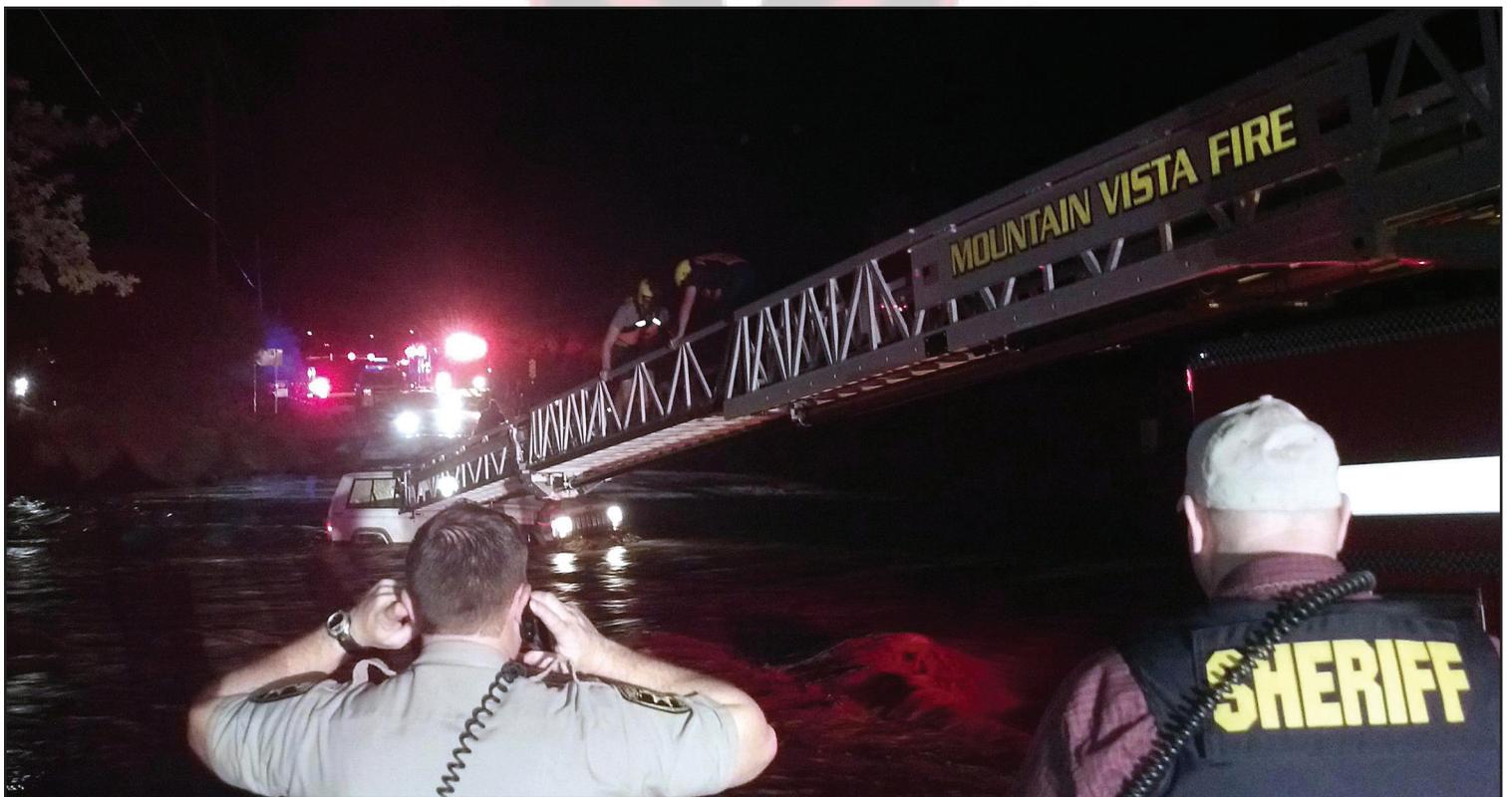
Mountain Vista Fire District
1175 W. Magee Road
Tucson, AZ 85704

Attention: Brenda Tranchina

Applications will not be accepted electronically; the completed application packet must be sent to the above address. Questions may be directed either by phone (520-297-9351) or email to brendahrs@aol.com

Completed application packets must be received no later than 1700 hours on November 25, 2015. Following the closing date, all application packets will be reviewed and evaluated based upon the qualifications and criteria outlined in this information packet. Those candidates that the District determines to be best qualified will be invited to participate in a two to three day assessment center to be held on December 14-16, 2015. The Fire Board anticipates making a final decision by late December or early January. Candidates will be responsible for their own travel expenses associated with the assessment and selection process.

The successful candidate shall be subject to a pre-employment physical examination, drug screen, fingerprinting, professional and personal reference checks, and criminal and motor vehicle background reviews.



MOUNTAIN VISTA FIRE DISTRICT - FIRE CHIEF APPLICATION

SUPPLEMENTAL QUESTIONNAIRE

Please supplement your application packet with responses to the following questions. Your responses should not exceed a total of four typed pages.

1. Please give an overview of your current or most recent position and scope of responsibilities, along with an overview of the organization itself (i.e., population served, annual budget, number of employees, number of stations, annual call volume, etc.)
2. Please provide an overview of your fire service career, outlining the various positions/ranks you have held, and describing how your career path has prepared you for the role of Fire Chief, which encompasses both operational and administrative responsibilities.
3. Please explain why you believe you are a good match for the position of Fire Chief for the Mountain Vista Fire District.
4. Please describe your involvement in labor and employee relations, describing your experience with meet & confer and/or collective bargaining.
5. Please describe your leadership style, experience, and philosophy on how you lead/motivate people, develop/mentor employees, mitigate conflict in the workplace, and inspire a team atmosphere.
6. Please share an example of a time in which you were an integral part of shaping the culture of an organization, providing insight into the challenges and successes of those efforts.
7. Please give an overview of your personal involvement in professional and community service organizations.
8. Please give an overview of your background in developing and maintaining budgets within your department, including the size and scope of the budget.
9. Please describe your involvement in sharing of resources and services with neighboring agencies in order to provide more cost effective service delivery, to achieve economies of scale, and/or to improve overall operations.
10. Consistent with many other fire departments, the Mountain Vista Fire District continues to face increasing demands for service, increasing costs associated with providing service, increasing legislative mandates, and decreasing revenues. Please describe your experience in cost containment efforts, alternative revenue generation, and long term budget planning.



JOB DESCRIPTION – FIRE CHIEF

GENERAL DESCRIPTION:

The primary duty of the Fire Chief is to serve as the Chief Executive Officer, providing the knowledge, skills and leadership to manage the Fire District. The Fire Chief shall perform all tasks necessary to ensure the proper, efficient and ethical completion of the goals and objectives set by the Fire District Board. The Fire Chief shall provide oversight and review of all operational fire district functions. The Fire Chief shall perform all duties as defined in A.R.S. § 48-803(D).

JOB SCOPE:

The Fire Chief is responsible for all operations and activities of the Fire District. The position involves a high degree of regular contact with others both inside and outside the Fire District as he or she works highly independently on a wide variety of complex duties and responsibilities with only general direction given by the Fire District Board. Performance of functions has significant financial, reputational, and operational impact upon the District which requires the incumbent to use a high degree of judgment and tact in the execution of the essential functions. Requires travel both inside and outside the District as he or she represents the District in community, political, and other fire service related activities. Involves frequently working under a high degree of stress and requires working long hours in the performance of essential functions.

SUPERVISION RECEIVED:

The Fire Chief works at the pleasure of and under the guidance and direction of the Mountain Vista Fire District Board of Directors, who review work on the basis of overall results achieved. The Fire Chief may consult with the Board on problems relating to policy planning, but works independently in supervising the overall technical operations and is responsible for the proper administration of all affairs of the District.

SUPERVISION EXERCISED:

The Fire Chief is responsible for direct supervision of the Battalion Chiefs, Executive Assistant/Office Administrator, and Community Relations Manager, and indirect supervision of all other District employees. Supervisory responsibilities include overseeing and/or participating in interviewing and hiring; training employees; planning, assigning and directing work; appraising performance; motivating and mentoring employees; and addressing complaints and resolving problems.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

The essential functions of the position include, but are not limited to, the following duties and responsibilities that are listed in no particular order of importance or significance:

- Direct the administration of the District through effective leadership over all District personnel and programs.
- Oversee the development and management of effective human resource practices, including but not limited to recruitment, selection, employee/labor relations, employee benefits, compensation administration, training/development, and employee assistance.
- Evaluate labor/management relationships and ensure appropriate development of processes to support a positive and participative work environment.
- Collaborate with the Board and staff to develop and implement the District's strategic plan.
- In conjunction with District staff, develop the appropriate tactics to achieve the goals and objectives of the strategic plan.
- Manage the development and implementation of all MVFD policies and procedures.
- Manage and administer District projects, annexations and contracts.
- Recommend strategic initiatives, projects and opportunities to the Board.
- Effectively work with other public and private organizations, striving for optimal and collaborative working relationships.
- Perform financial strategic planning, including preparation and management of the annual budgets within the tax levy rate set forth by the Board.
- Provide accurate and timely accounting of District finances to the Board.
- Pursue, develop, and implement alternative funding and revenue opportunities.
- Direct the analysis of fire and emergency service needs, and develop plans and techniques to provide adequate protection for the MVFD.
- Oversee coordination with neighboring departments and emergency service agencies.
- Oversee ongoing evaluation of the operational readiness and performance of emergency preparedness and response systems.

- Maintain competency in current operational procedures and keep abreast of current trends in modern fire service and emergency medical services management.
- Serve as a member of the District's Incident Management Team.
- Manage the District's public relations and community participation efforts.
- Represent the District in all communications and relations with other fire districts, vendors, and the public.
- Direct and oversee the preparation of materials for Board meetings including agendas, meeting minutes and reports to the Board.
- Direct the legal posting and publication of legal advertisements.
- Manage the District's public and financial records control systems including internal audits, bank controls, tax audits and Records Retention and Disposition schedule.
- Coordinate with District legal counsel to ensure compliance with applicable federal, state and local laws and regulations.
- Manage public and financial records including implementation of the District's Records Retention and Disposition schedule.
- Ensure that all records are released according to legal requirements.
- Oversee the procurement and management of all fire district assets, ensuring compliance with applicable laws and District policies.
- Manage the District's inventory of resources, equipment, and facilities and manage the maintenance of all resources, equipment and facilities.
- Represent the District with County and State offices such as Clerk of the Board, Assessor's office, Recorder's office and State Department of Revenue on such projects as annexations and elections.
- Maintain a personal and District community involvement, as well as encourage individual employees to actively participate in community activities not directly related to MVFD.
- Maintain positive relationships with elected or appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of the District's activities.
- Represent the MVFD in a variety of local, county, state, and other meetings.
- Conduct, attend, and interact in meetings with MVFD personnel, public agencies, and the public at large.
- Monitor local, state and federal legislative activities, given fire service issues, in order to enhance the effectiveness of the District.
- Manage the Bylaws, Resolutions, and other legal instruments of the Board.
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly with other agencies to provide seamless customer service.
- Comply strictly with the rules, policies and procedures as set forth by the District.
- Maintain professional education and interaction at meetings and conferences in order to keep abreast of changes in requirements affecting the District as well as current trends in the Fire/EMS field.
- Perform all other duties as assigned.
- Delegate authority in order to complete the above tasks in the most efficient manner.

REPORTING OBLIGATIONS:

- Provide monthly financial reports to the Board in order to ensure communication of accurate and timely accounting of District finances.
- Provide the Board with weekly e-mail updates of events, meetings and actions occurring in the prior week.
- Distribute meeting agendas and all supporting documentation at least 5 calendar days prior to the next meeting.
- Prepare a thorough staff report for every item on a board agenda with the following:
 - o Background Information on the item
 - o Board alternatives and actions needed
 - o Cost/Benefit analysis of the item on the budget and strategic plan
 - o Staff's recommended board action
 - o Attachments of documents necessary for a good understanding of the item

KNOWLEDGE, SKILLS AND ABILITIES:

Strong working knowledge of:

- Current office practices and standards including but not limited to automation, computerized systems and software programs, segregation of duties, correspondence management, document storage/management per statutory requirements, purchasing and inventory management.
- Governmental budgeting and financial management practices, principles, systems, and reporting
- Federal, state and local laws, rules and regulations as pertain to fire district administration
- Laws and regulations pertaining to public safety, labor relations and human resource management
- Effective communication and team building practices
- Management principles, policies and procedures regarding fire and emergency medical services administration
- Practices, regulations, methods, and equipment used in EMS, Command, Fire Suppression, and Fire Codes, according to NFPA guidelines, regional, state, and federal standards
- NIMS and Incident Command Systems and their practical applications
- Risk management and compliance issues related to, HIPAA, OSHA and NFPA and insurance
- Business English, spelling and basic math
- Accounting principles, practices and software programs
- Public purchasing, materials management and procurement processes
- Investment fund management and governmental debt administration

Ability to:

- Demonstrate political astuteness required to be effective in the performance of the position of Fire Chief.
- Lead, motivate, train, coordinate, and evaluate District personnel and programs and to assist in achievement of District goals and objectives.
- Provide leadership to career employees with particular emphasis on mentoring and succession planning.
- Administer effective employee relations programs.
- Prioritize and effectively organize and facilitate administrative duties to meet established time frames
- Collect pertinent data to annually develop and implement a fiscally responsible and effective budget within statutory regulations
- Analyze administrative challenges, implement and evaluate corrections
- Develop long-term relationships with influential community and governmental agencies including the news media, business and community groups
- Identify and protect confidential information and records
- Effectively coordinate, run and ensure documentation of District meetings as needed including but not limited to board meetings, public hearings, and work study sessions
- Make critical decisions and act under emergency conditions using appropriate incident and personnel management techniques
- Demonstrate effective oral and written communications, both in individual or group settings
- Handle sensitive and delicate public relations situations with a high degree of firmness and cordiality
- Interpret both simple and complex rules, regulations, policies and decisions rapidly and make firm, fair consistent decisions based on the same
- Plan and organize multiple changing responsibilities; prioritize work to meet goals and objectives within an acceptable timeframe
- Interact effectively and appropriately with all District personnel, elected officials, other public safety organizations and the public
- Establish, foster and maintain positive working relationships and interactions with the community, other governmental agencies, and other business groups.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree from an accredited college or university recognized by the U.S. department of Education in Fire Science, Business Administration, Public Administration or other related field.
- A minimum of ten (10) years of experience in the fire services industry with at least five (5) years in a Chief Officer role
- Experience in development and management of budgets, preferably in a governmental setting
- Ability to meet MVFD Health and Wellness standards
- Ability to meet insurability requirements of the District's insurance carrier
- Valid Arizona Driver's License, or ability to obtain within 30 days of employment
- Primary residence within MVFD boundaries is desired; however, if not feasible upon employment, the position requires residency that readily allows for emergency response within a 20 minute normal drive time, as well as active involvement and accessibility to the community, with a planned goal of District residency.

PREFERRED QUALIFICATIONS:

- Master's degree in Fire Administration, Business Administration, Public Administration or other related field
- Executive Fire Officer (EFO) or Chief Fire Officer (CFO) designation
- Current Emergency Medical Technician (EMT) or Paramedic (CEP) certification, either Arizona or National Registry, or the ability to obtain within 6 months of employment
- A knowledge of the history of fire services in Arizona
- Understanding and working knowledge of statutory requirements of special districts

PHYSICAL DEMANDS:

The position exposes the Fire Chief to physical hazards from emergency response and work at various emergency medical and fire scenes, sitting, standing, stretching, bending, and lifting objects weighing more than 25 pounds, above the shoulders, below the knees or at arm's length, less than 30 times per day. The position requires extensive use of office machines such as, but not limited to computers, copiers, calculators and telephones. Frequent driving of a motor vehicle, both in emergent and non-emergent situations is required and extensive public contact is common.

MENTAL DEMANDS:

While performing the duties of this position, the employee will be regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with fire district personnel, other organizations and the public.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Work is primarily performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes. Work is occasionally performed in emergency and stressful situations. Personnel are exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.



EMPLOYMENT APPLICATION

1175 W Magee Road
Tucson, AZ 85704
(520) 575-4087

Position applied for:		Date:	
Name:			
Last	First	Middle	
Address:			
Street			
City		State	Zip Code
Telephone:			
Home		Cell	
e-mail address			
Availability: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Volunteer # Hours/week: _____		<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
<input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Evenings		How did you hear about this position: <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Agency Referral <input type="checkbox"/> MVFD Employee _____ <input type="checkbox"/> Friend _____ <input type="checkbox"/> Other _____	
Have you been convicted of a gross misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you had a moving traffic violation within the last five years <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes to either of the above questions, please provide dates, places, charges and disposition of all convictions.			
Education and Training			
Are you a High School Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Schools Attended	Name and Address	Major Fields of Study	Diploma, GED or Type of Degree (Attach copies)
High School			
College or University			
Technical, Business or Other Schools			
Other skills or training:			
Professional Licenses:		Languages Spoken:	
Describe any special training, courses, or certifications relating to the position you are seeking (attach copies of all applicable certifications):			
Specialized Skills			
Fire/EMS Service <input type="checkbox"/> PIO <input type="checkbox"/> EMT <input type="checkbox"/> Paramedic <input type="checkbox"/> Other: _____ <input type="checkbox"/> Public Education <input type="checkbox"/> Fire Inspector <input type="checkbox"/> Wildland		Admin/Clerical <input type="checkbox"/> A/R <input type="checkbox"/> A/P <input type="checkbox"/> Multi-Line Phones <input type="checkbox"/> Payroll Processing <input type="checkbox"/> Meeting Minutes <input type="checkbox"/> Fax <input type="checkbox"/> Customer Service <input type="checkbox"/> Writing <input type="checkbox"/> Correspondence <input type="checkbox"/> Other: _____	
		Computer Proficiency <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Access <input type="checkbox"/> PowerPoint <input type="checkbox"/> Publisher <input type="checkbox"/> Video <input type="checkbox"/> Web Publishing <input type="checkbox"/> Mail Merges	
Military Service Record			
Have you had any experience in the Armed Forces of the United States or in the National Guard? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what branch? _____ Rank at discharge: _____ Are you in the reserves? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date obligation ends: _____			

Employment History

Note: The employment history section must be completed even if a resume is attached. List most recent employment first; include all positions with each employer. Attach additional sheets if necessary.

Employer Name:	Title/Position:
Address:	Type of business:
	Full-time Part-time
Telephone Number:	Supervisor's Name:
Dates employed:	Final salary/hourly rate:
Reason for leaving:	
Duties:	

Employer Name:	Title/Position:
Address:	Type of business:
	Full-time Part-time
Telephone Number:	Supervisor's Name:
Dates employed:	Final salary/hourly rate:
Reason for leaving:	
Duties:	

Employer Name:	Title/Position:
Address:	Type of business:
	Full-time Part-time
Telephone Number:	Supervisor's Name:
Dates employed:	Final salary/hourly rate:
Reason for leaving:	
Duties:	

Employer Name:	Title/Position:
Address:	Type of business:
	Full-time Part-time
Telephone Number:	Supervisor's Name:
Dates employed:	Final salary/hourly rate:
Reason for leaving:	
Duties:	

Have you ever been dismissed from or asked to resign from any employment position?	Yes	No
If yes, please explain:		

References

Please list three persons who have knowledge of your experience and qualifications for this position, preferably current or previous supervisors, co-workers, instructors, etc. Do not include relatives. If you are known to your references by another name, please note.

Name:	Relationship:
Address:	Telephone:
	Years Acquainted:
Name:	Relationship:
Address:	Telephone:
	Years Acquainted:
Name:	Relationship:
Address:	Telephone:
	Years Acquainted:

APPLICANT STATEMENT

1. I certify that the information given by me in this Employment Application is true and complete and I understand and agree that the application process or my employment with MVFD may be immediately discontinued if misrepresentations, falsified statements, or material omissions are found to have been made. I authorize investigatory agencies, schools, former employers and former supervisors to provide any and all information pertinent to my employability, and hereby release those providing such information from any liability for doing so.
2. I understand that employment, if offered, is contingent upon satisfactory results of a drug screening, employment verification, criminal background check utilizing fingerprint analysis, motor vehicle report, *physical examination and written tests as required by the District. I also understand that employment, if offered, is contingent upon my providing additional information for employee record purposes and upon my providing proof of identity and lawful authorization to work in the U.S. and completing a form I-9. (*if applicable)
3. I also understand that the Mountain Vista Fire District, being an at-will employer may terminate my employment at any time, with or without cause and without liability, and that my employment does not constitute a contract of employment between myself and the District. I will comply with and be governed by all federal and/or state laws, and District policies, rules, and procedures as may be in effect.
4. In order to assure a drug-free work environment, the District prohibits the use, sale, transfer, being under the influence and/or reporting to work after using or ingesting drugs. Under District policy, alcohol is included within the meaning and prohibition of drugs. All District employees are subject to post accident/incident, reasonable suspicion and other drug and alcohol testing as specified in District policy. I understand that successful passage of such drug and alcohol testing will be a condition for continued employment.
5. 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 to 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. I understand that sexual harassment will not be tolerated and will be grounds for discipline, up to and including termination.
6. The District has a strong commitment to its employees to provide a safe, healthy and secure work environment. While the District has no intention of intruding into the private lives of its employees, it expects all employees to report to work without possessing weapons and to perform their jobs without violence toward any other individual. I understand that workplace violence will not be tolerated and will be grounds for discipline, up to, and including, termination.
7. If employed, I hereby authorize Mountain Vista Fire District to deduct from my earnings amounts sufficient for my payments to cover any financial liability which I may incur during my employment. This may include, but not be limited to: damage to or loss of District vehicles or property, group insurance premiums, uniform costs, lost tools, equipment and supplies, tuition reimbursement, and other appropriate situations.
8. I have read the above, understand its content, and meaning, and agree to all of its provisions. I understand that upon my request, I will be provided a copy of my executed employment application.

Signature: _____ **Date:** _____