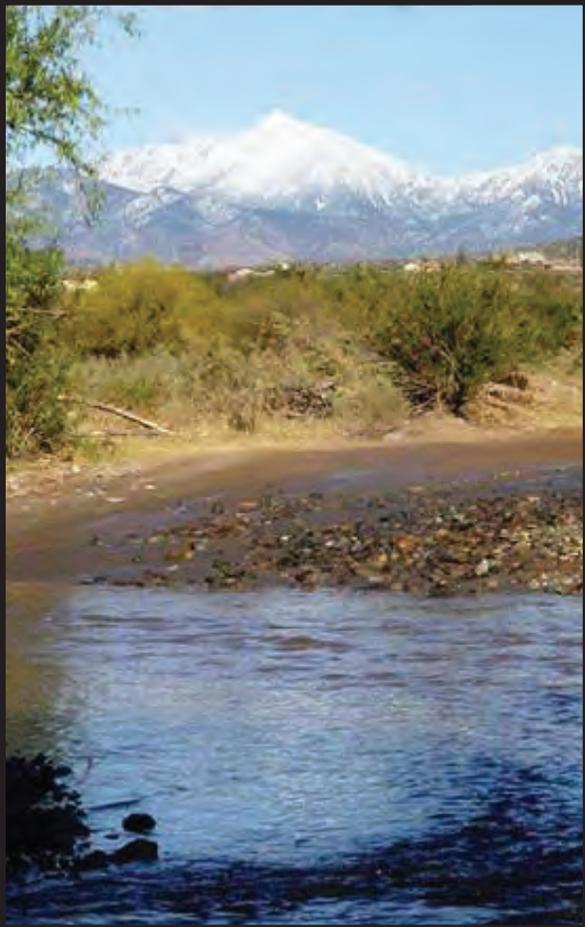




RIO RICO MEDICAL & FIRE DISTRICT FIRE CHIEF



THE COMMUNITY

Located in Santa Cruz County, Arizona, approximately one hour south of Tucson and only ten minutes north of the Mexico border, the planned community of Rio Rico covers nearly 40,000 acres rolling from the Santa Rita Mountains through the San Cayetano Foothills and west to the Santa Cruz River. The community had its beginnings in 1969 as a sleepy border town, but has since grown to a population of nearly 20,000 residents. A high desert climate at an elevation of 4000 feet, the area enjoys a moderate climate throughout the year, delivering average high temperatures of 81 degrees and average low temperatures of 49 degrees. The community offers a resort lifestyle with affordable housing that allows residents to enjoy hiking, horseback riding and golf on a year-round basis. Rio Rico boasts a luxury four diamond resort with unspoiled rural residential ambience and a 72-par Robert Trent Golf Course that attracts visitors from all around.

THE DISTRICT

Today's Rio Rico Medical and Fire District (RRMFD) takes pride in its humble beginnings in 1976 as a volunteer fire department made possible with an old engine donated to the community by the developer. Later formed as a Fire District in 1981, fire protection was provided by dedicated volunteers until the hiring of its first full-time firefighter in 1994. Now covering 42 square miles and serving 15,000 residents in its first due area, the RRMFD operates out of three stations and an administrative headquarters, deploying normal daily operational staffing of 12 suppression personnel and responding to 2500 calls per year. The District has a Certificate of Necessity (CON) for the 42 square miles, and in addition, provides all interfacility transports generated in the City of Nogales to facilities throughout Arizona. RRMFD provides community risk reduction to its residents and visitors through all-hazards response, including but not limited to fire suppression, emergency medical services, including paramedic ambulance transport services, an in-depth community paramedicine program, special operations, fire prevention, public education, and a host of non-emergency services. The RRMFD delivers service with four first-line engines, two brush trucks, three tenders, one ladder truck, eight ambulances, support vehicles, utility vehicles and two command vehicles.

With an annual operating budget of \$4.9M and a Capital Reserve Fund of \$1.0M, the District is primarily financed by property taxes assessed within the District, as well as by fee for service contracts, ambulance revenues, wildland contracts, other contract service fees, and grant funding. The District strives to meet the emergency response needs of the community by providing high quality and cost effective services with a goal of meeting or exceeding national response and training standards in an efficient and consistent manner.

Beginning in January 2014, RRMFD has been a front-runner in Arizona in offering a Community Integrated Paramedicine service program called "CHIPP" -- Community Healthcare Integrated Paramedicine Program. This locally designed, community-based, collaborative model of health care leverages the skills of paramedics

and EMS systems to address care gaps identified through a community-specific needs assessment. The CHIPP program is a leader in Arizona and has made significant strides in improving health and quality of life for its participants. The ongoing growth and development of this program continues to be a primary area of focus for the RRMFD.



MISSION

To provide our community proactive fire and emergency medical services with compassion, competence, character, and fiscal responsibility.

VALUES

We value a creative and proactive workplace.

We view the people of our community and our visitors as customers who deserve our concern, care and attention.

We recognize our employees are our most valuable resource and we are committed to them and to their safety.

We recognize that our personal conduct is inseparable from the professional reputation of the RRMFD.

We support an organizational climate of mutual trust and respect.

We believe in a team-oriented, positive and honest environment for all employees.

We strive for excellence through teamwork, unity, leadership, personal and professional development, personal health and fitness, training and preparedness.

We believe in open communication and mutually beneficial partnerships with neighboring fire agencies and communities.

We recognize the importance of cost-effective resource management.

We encourage innovation and ownership within the fire district.



THE ORGANIZATIONAL STRUCTURE

Recognized by the State of Arizona as a special taxing district, RRMFD is governed by a five-person Board of Directors, elected by the public and serving overlapping terms. The Board is comprised of a Chairperson and a Clerk and three 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 the Administrative Manager, two Battalion Chiefs, and the Support Services Supervisor, and indirect supervision of all other District employees. A career department, RRMFD employs 48 highly qualified and loyal individuals, including 42 sworn personnel and 6 administrative staff.

CURRENT STRATEGIC PRIORITIES

The RRMFD Fire Board is in pursuit of a Fire Chief who possesses the leadership vision and experience to guide the organization through the challenging economic times while continuing to meet the ever-increasing service demands. Through ongoing strategic planning efforts, the following key strategic goals and priorities have been identified as requiring the immediate and near-future attention of the Fire Chief:

- Improve the community perception of the RRMFD
- Strengthen community partnerships and agreements
- Improve employee relations and retention
- Provide and maintain adequate staffing and service levels
- Seek annexation to expand RRMFD
- Create fee-for-service model for those areas that do not wish to annex
- Expand and improve bio-diesel program
- Provide regional training to meet the needs of the organization and the community
- Provide and maintain facilities adequate for the organization, services and community
- Develop Captain-level training
- Develop the code enforcement program to meet the needs of the community and provide or improved life safety
- Maintain and improve the community risk reduction program to ensure a safer community

THE IDEAL CANDIDATE

The RRMFD Fire Board is in pursuit of a Fire Chief who has a proven track record for providing exemplary and pro-active leadership in a fire department that equally values the community and its employees, and strives to provide the highest possible level of services. The ideal candidate will demonstrate an image of utmost professionalism, strong communication skills, decision making abilities and the desire to mentor individuals while guiding the direction of the organization. The chosen candidate will be open and direct, honest and accountable, and will embrace developing and maintaining relationships both within the department and the community we serve. This visionary leader will bring significant business acumen and fiscal management skills, a collaborative and cooperative approach, and a positive history of progressive growth and development. The ideal candidate will possess knowledge and experience in community health programs, commitment to working with neighboring agencies to provide efficiencies to the taxpayers, and will be well versed in the use of technology to enhance communications and outreach to the community. With a strong leadership and command presence that garners respect, the selected candidate will value and promote competency and employee development through active mentoring and training. A committed public servant, the new Fire Chief of RRMFD will create and maintain a culture of respect, trust, participation and high ethical standards, and will be accessible and accountable to the Fire Board, the staff, and the community..



MINIMUM QUALIFICATIONS

The background of the ideal candidate will reflect a balance of progressively responsible operational and administrative Fire/EMS experience, and shall possess the following educational/experience minimum requirements:

- Bachelor's Degree in Fire Science, Business Administration, Public Administration or other related field from a regionally accredited college or university
- Fifteen (15) years of progressively responsible Fire/EMS experience, including at least five years in Fire and EMS operational management at the chief officer level; experience in a fire district setting is preferred
- Arizona Firefighter I & II certification or NFPA 1001 equivalent
- Prior experience in preparation and administration of budgets, preferably in a governmental setting

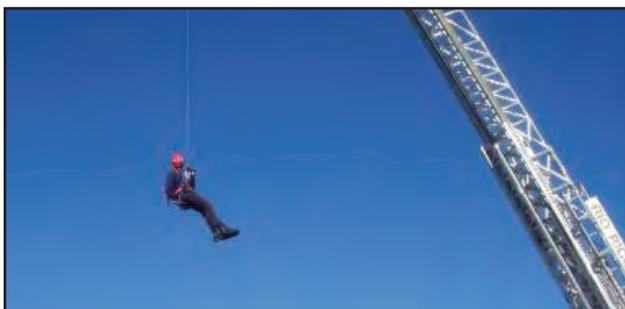
PREFERRED QUALIFICATIONS:

- Master's Degree in Fire Administration, Business Administration, Public Administration or other related field from a regionally accredited college or university
- Chief Fire Officer (CFO) or Executive Fire Officer (EFO) designation
- Understanding and working knowledge of statutory requirements of special districts

COMPENSATION AND BENEFITS

The Rio Rico Medical and Fire District is committed to providing a competitive total compensation and benefits package for this position. The salary range is \$95,000 - \$125,000, depending on experience. Benefits offered include:

- Comprehensive medical, vision, and dental insurance for employees and eligible dependents,
- Arizona Public Safety Personnel Retirement System (may negotiate a 401 or 457 plan if previously retired)
- Vacation
- Sick Leave
- Holidays
- Short- and long-term disability
- Life insurance
- Uniform/Clothing Allowance
- Educational assistance
- Employee Assistance Program



APPLICATION PROCEDURE

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

Brenda Tranchina

Human Resource Strategies

419 W. Dream Weaver Drive

Tucson, AZ 85737

Applications will not be accepted electronically; the completed application packet must be mailed 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 Friday, August 18, 2017. Following the closing date, all application packets will be reviewed 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-day assessment center to be held September 19-20, 2017. The Fire Board anticipates making a final decision by the end of September with an anticipated starting date as soon thereafter as possible.

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

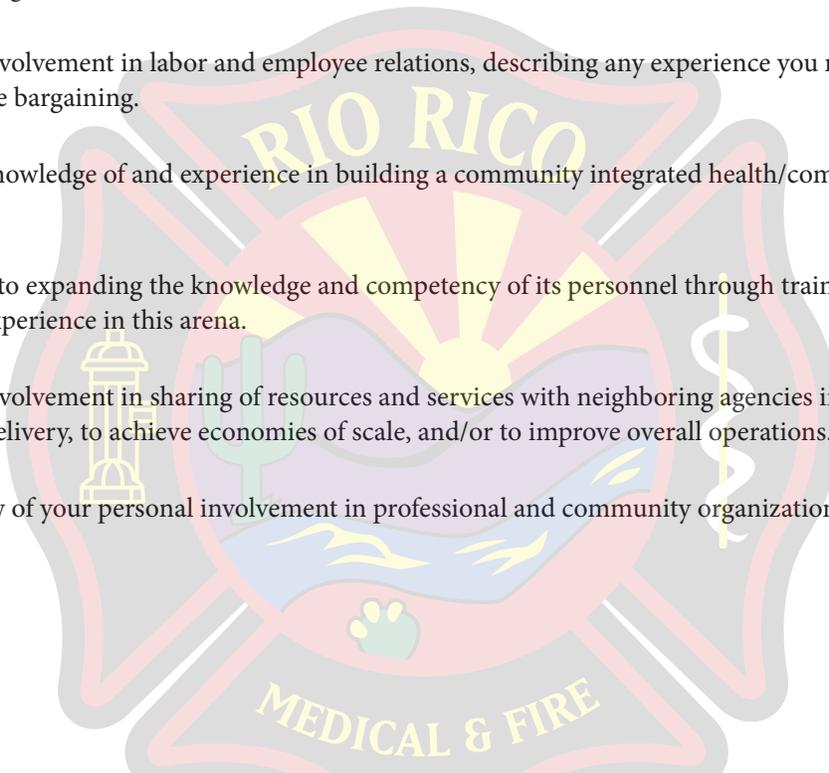


RIO RICO MEDICAL AND FIRE DISTRICT - FIRE CHIEF APPLICATION

SUPPLEMENTAL QUESTIONNAIRE

Please supplement your application packet with responses to the following questions.

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/EMS career, outlining the various positions/ranks you have held, and describing how your career path has prepared you for the role of Fire Chief at RRMFD.
3. Consistent with many other fire departments, RRMFD continues to face increasing demands for service, increasing legislative mandates, and decreasing revenues. Please describe your experience in long-term budget planning, cost containment efforts, and alternative revenue generation.
4. Please describe your involvement in labor and employee relations, describing any experience you may have with meet and confer and/or collective bargaining.
5. Please describe your knowledge of and experience in building a community integrated health/community paramedicine program.
6. RRMFD is committed to expanding the knowledge and competency of its personnel through training and development. Please describe your experience in this arena.
7. 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.
8. Please give an overview of your personal involvement in professional and community organizations and/or activities.



JOB DESCRIPTION – FIRE CHIEF

POSITION SUMMARY:

Working at the pleasure of the Fire Board, the Fire Chief serves as the Chief Executive Officer of the Rio Rico Medical and Fire District (RRMFD), providing the knowledge, skills, and leadership for the Operations, Prevention, and Administrative Divisions of the District. The Fire Chief represents the District in a variety of positions within the community to promote public understanding and support of Fire/EMS services throughout the Rio Rico area. Teamwork, service and respect for diversity are priorities when working for the Rio Rico Medical and Fire District.

JOB SCOPE:

The Fire Chief is responsible for all operations and activities of the Fire District. The position schedule typically involves five 8-hour days; however, response to emergency incidents and attendance at meetings and events outside that schedule are required. The position involves a high degree of regular contact with others both inside and outside the Fire District as the incumbent works 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. The position requires extensive travel both inside and outside the District as one represents the District in community, political, and other fire service related activities. The position involves frequently working under a high degree of stress and may require working long hours in the performance of essential functions.

SUPERVISORY RESPONSIBILITIES:

The Fire Chief is responsible for direct supervision of the Administrative Manager, the Battalion Chiefs, the Senior Advisor of Training, and the Maintenance Supervisor, and indirect supervision of all other employees of the District. The Fire Chief carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include participating in interviewing and hiring, training employees, planning, assigning and directing work, appraising performance, rewarding and coaching employees, addressing complaints and resolving problems.

ESSENTIAL FUNCTIONS:

- Develops, directs, informs, and enforces RRMFD policies and procedures.
- Maintains harmonious working relationships between all District employees.
- Develops, administers, and effectively manages the operating and capital budgets of the District within the tax levy rate, as set by the District Board of Directors.
- Ensures sufficient materials, information, and staff are available for budget preparation and presentation.
- Provides accurate and timely accounting of District finances to the Fire District Board.
- Collaborates with the Board and staff to develop and implement a strategic plan, which is reviewed and updated annually.
- Develops, in conjunction with the District management team, the appropriate tactics to achieve the goals and objectives of the strategic plan.
- Procures, maintains, and manages all fire district assets.
- Prepares the District to meet all training needs.
- Evaluates and reviews the performance of assigned staff.
- Evaluates and reviews the performance of the overall organization.
- Maintains a personal and District community involvement, as well as encourages individual employees to actively participate in community activities not directly related to RRMFD.
- Supports, coordinates, and interfaces with all officers of the District.
- Prepares and presents a verbal monthly report to the Fire District Board, as well as a written annual report including significant activities, outstanding achievements, specific goals or major tasks achieved, and upcoming events and challenges.
- Conducts, attends, and interacts in meetings with RRMFD personnel, public agencies, and the public.
- Manages outside consultants.
- Oversees major projects on behalf of the Fire District Board.
- Reviews various materials for compliance with RRMFD policies, state and federal laws and regulations.
- Maintains authorized staffing levels.

- Ensures necessary safety procedures are in place and followed by all District personnel.
- Maintains competency in current operational procedures and keeps abreast of current trends in both modern fire service and emergency medical services management.
- Maintains professional education and interaction at meetings and conferences to keep abreast of changes in requirements which affect the District and current trends in the fire/EMS field.
- Maintains 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.
- Represents the RRMFD in a variety of local, county, state, and other meetings.
- Maintains positive working relationships with RRMFD employees.
- Performs the duties of command personnel as required.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Fire Science, Business Administration, Public Administration or other related field from a regionally accredited college or university
- Fifteen (15) years of progressively responsible fire service experience, including at least five years in Fire and EMS operational management at the chief officer level; experience in a fire district setting is preferred
- Arizona Firefighter I & II certification or NFPA 1001 equivalent
- Valid Arizona Driver's License, or ability to obtain within 30 days of employment
- Prior experience in preparation and administration of budgets, preferably in a governmental setting
- Ability to meet RRMFD Health and Wellness standards, including successful completion of applicable medical/physical examination
- Ability to meet the insurability requirements of the District's insurance carrier
- Primary residency within 30-minute response time (under normal driving conditions) to the District boundaries within six months of employment; if primary residency is not feasible during the initial six months of employment, the position will require residency that readily allows for active involvement in and accessibility to the community, with the planned goal of meeting the residency requirement within the six-month time period

PREFERRED QUALIFICATIONS:

- Master's Degree in Fire Administration, Business Administration, Public Administration or other related field from a regionally accredited college or university
- Chief Fire Officer (CFO) or Executive Fire Officer (EFO) designation
- Understanding and working knowledge of statutory requirements of special districts

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of:

- Management principles regarding fire and emergency medical services administration and personnel
- Incident Command Systems and their practical application
- Practices, regulations, methods, and equipment used in EMS, Command, Fire Suppression, and Fire Codes, according to NFPA, regional, state, and federal standards.
- Strategies, tactical considerations and financial implications of disaster management on a local, state and regional level.

Thorough knowledge of:

- Federal, state, and local laws, rules and regulations as they pertain to Fire District activities.
- Fire department organization, operation and public relations.
- Use of computers, and relevant software including Microsoft Office, GIS-based mapping systems and CAD/reporting software.
- Fire behavior and characteristics including management techniques
- Firefighting, rescue and emergency medical techniques, practices and standards.
- Adult learning theory and training techniques/methodologies applicable to Fire and Emergency Medical Systems.
- RRMFD strategic plans, goals, operations, policies, and guidelines.
- All District vehicle, equipment and tool capabilities

Ability to:

- Lead, motivate, train, coordinate, and delegate to the Executive Management Team and other employees as needed.
- Provide leadership to career employees with particular emphasis on mentoring and succession planning.
- Analyze data and trends, create appropriate plans, and develop strategic goals.
- Collect pertinent data to annually develop and implement a fiscally responsible, effective budget within statutory regulations.
- Make critical decisions and act under emergency conditions using appropriate incident and personnel management techniques.
- Write, communicate, and report in descriptive detail using a variety of methodologies.
- Act as liaison and foster positive community and governmental interactions.
- Delegate and organize multiple changing responsibilities.
- Prioritize work to meet goals and objectives within acceptable time frames.
- Plan, assign, coordinate and evaluate the performance of the Executive Management Team.
- Prepare technical and administrative reports.
- Work with others in a high-pressure situation without supervision.
- Approach problem-solving as an innovative process.
- Work effectively and efficiently with elected officials, board members, members of the public and representatives of other key agencies

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions. While performing the duties of this job, personnel are frequently required to stand, sit, walk, talk, hear, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. Personnel are frequently required to climb or balance, stoop, kneel, crouch, crawl, and smell. Personnel must be able to frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is 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.





"Serving Rio Rico & Santa Cruz County"

Rio Rico Medical & Fire District

822 Pendleton Dr • Rio Rico • Arizona • 85648
(520) 281-8421 • Fax (520) 281-7670

Human Resources Use Only

RECEIVED: _____

APPLICATION REJECTED:

- LATE UNSIGNED
- ILLEGIBLE UNSOLICITED
- INCOMPLETE OMISSIONS
- _____

EMPLOYMENT APPLICATION

RESUMES WILL NOT BE ACCEPTED IN PLACE OF THIS COMPLETED APPLICATION!

THIS APPLICATION IS ONLY VALID FOR OPEN ADVERTISED POSITIONS. RIO RICO MEDICAL & FIRE DISTRICT (RRMFD) IS NOT OBLIGATED TO RETAIN OR CONSIDER THIS APPLICATION FOR FUTURE OPENINGS.

INSTRUCTIONS: Please complete all items. The information you provide will allow us to consider you for the open position you desire and/or other open positions for which you may be qualified. All information you provide will be used only for employment purposes. PLEASE PRINT ALL RESPONSES EXCEPT YOUR SIGNATURE. You may attach a resume and any applicable certifications to this application. RRMFD is an EQUAL OPPORTUNITY EMPLOYER.

Position Desired: _____
Date Available: _____ Full-Time Part-Time
Wage Desired: \$ _____

Availability: ___Mornings ___Afternoons ___Evenings Overtime Restrictions? Yes No
___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___ Sunday

Name: _____
(Last) (First) (Middle Initial)

Address: _____
(Street) (Apartment #)

(City) (State) (Zip)

HOW MAY WE CONTACT YOU?

Home: _____ Work: _____
 Message: _____ Cell: _____
 Email: _____

How did you hear about this position? (please be specific) Do you have any relatives working for RRFD?

- Newspaper: _____ Yes No
 - Internet: _____
 - Agency Referral: _____
 - School: _____
 - RRMFD Employee: _____
 - Friend: _____
 - Interest Card Response _____
 - Other: _____
- If yes, state name(s) of relative(s) and relationship(s):

CRIMINAL CONVICTIONS/TRAFFIC VIOLATIONS: Have you ever been convicted of:

1. A misdemeanor, gross misdemeanor or felony (excluding juvenile adjudication)? Yes No 2. A moving traffic violation within the last five years? Yes No
If yes, ATTACH STATEMENT giving date(s), time(s), locations(s), circumstance(s), and dollar amount of fine(s). Include any condition of your parole and/or probation, if applicable. Moving traffic violations will only be considered if driving a vehicle is a job requirement. A criminal conviction is not an automatic bar to employment. Each case is considered on its individual merits. LACK OF REQUESTED INFORMATION IS BASIS FOR REJECTING AN APPLICATION.

Have you ever been fired, forced to resign, or resigned in lieu of termination? Yes No If yes, please explain:

Employer's Name: _____ Date: _____ Reason: _____

Please indicate Military Status. Branch: _____ Active Reserve Discharged Final Rank: _____ Not Applicable

EMPLOYMENT RECORD: In the spaces below, account for all the time for the past ten (10) years, whether working or not. START WITH YOUR MOST RECENT EXPERIENCE AND WORK BACKWARD. Include military service and any periods of unemployment. Give COMPLETE names and addresses. If self-employed, give firm name. Attach individual sheets, if necessary to cover the past ten (10) years. Do not say, "See Attached Resume." IF YOU ARE CURRENTLY EMPLOYED, WE WILL CONTACT YOUR EMPLOYER PRIOR TO EMPLOYMENT.

JOB 1 (Current or most recent employer)						POSITION:	
FROM		TO		TOTAL		Name and Address of Employer	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mos.		
Starting Pay: \$ _____ per _____			Ending Pay: \$ _____ per _____			Supervisor: _____ Fax: _____	
						Company Phone: _____	
Duties:						Reason for Leaving:	

JOB 2						POSITION:	
FROM		TO		TOTAL		Name and Address of Employer	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mos.		
Starting Pay: \$ _____ per _____			Ending Pay: \$ _____ per _____			Supervisor: _____ Fax: _____	
						Company Phone: _____	
Duties:						Reason for Leaving:	

JOB 3						POSITION:	
FROM		TO		TOTAL		Name and Address of Employer	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mos.		
Starting Pay: \$ _____ per _____			Ending Pay: \$ _____ per _____			Supervisor: _____ Fax: _____	
						Company Phone: _____	
Duties:						Reason for Leaving:	

JOB 4						POSITION:	
FROM		TO		TOTAL		Name and Address of Employer	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mos.		
Starting Pay: \$ _____ per _____			Ending Pay: \$ _____ per _____			Supervisor: _____ Fax: _____	
						Company Phone: _____	
Duties:						Reason for Leaving:	

JOB 5						POSITION:	
FROM		TO		TOTAL		Name and Address of Employer	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mos.		
Starting Pay: \$ _____ per _____			Ending Pay: \$ _____ per _____			Supervisor: _____ Fax: _____	
						Company Phone: _____	
Duties:						Reason for Leaving:	

JOB 6						POSITION:	
FROM		TO		TOTAL		Name and Address of Employer	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mos.		
Starting Pay: \$ _____ per _____			Ending Pay: \$ _____ per _____			Supervisor: _____ Fax: _____	
						Company Phone: _____	
Duties:						Reason for Leaving:	

JOB 7						POSITION:	
FROM		TO		TOTAL		Name and Address of Employer	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mos.		
Starting Pay: \$ _____ per _____			Ending Pay: \$ _____ per _____			Supervisor: _____ Fax: _____	
						Company Phone: _____	
Duties:						Reason for Leaving:	

JOB 8						POSITION:	
FROM		TO		TOTAL		Name and Address of Employer	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mos.		
Starting Pay: \$ _____ per _____			Ending Pay: \$ _____ per _____			Supervisor: _____ Fax: _____	
						Company Phone: _____	
Duties:						Reason for Leaving:	

JOB 9						POSITION:	
FROM		TO		TOTAL		Name and Address of Employer	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mos.		
Starting Pay: \$ _____ per _____			Ending Pay: \$ _____ per _____			Supervisor: _____ Fax: _____	
Company Phone: _____			Reason for Leaving:				
Duties:							

JOB 10						POSITION:	
FROM		TO		TOTAL		Name and Address of Employer	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mos.		
Starting Pay: \$ _____ per _____			Ending Pay: \$ _____ per _____			Supervisor: _____ Fax: _____	
Company Phone: _____			Reason for Leaving:				
Duties:							

JOB 11						POSITION:	
FROM		TO		TOTAL		Name and Address of Employer	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mos.		
Starting Pay: \$ _____ per _____			Ending Pay: \$ _____ per _____			Supervisor: _____ Fax: _____	
Company Phone: _____			Reason for Leaving:				
Duties:							

JOB 12						POSITION:	
FROM		TO		TOTAL		Name and Address of Employer	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mos.		
Starting Pay: \$ _____ per _____			Ending Pay: \$ _____ per _____			Supervisor: _____ Fax: _____	
Company Phone: _____			Reason for Leaving:				
Duties:							

EDUCATION

	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			
DESCRIBE ANY SPECIAL TRAINING, COURSES, OR CERTIFICATIONS RELATING TO THE POSITION YOU ARE SEEKING: (attach copies of all applicable certifications)			

INDICATE WITH AN "X" ON THE JOB EXPERIENCE IN THE FOLLOWING

<p>Fire/EMS Service</p> <input type="checkbox"/> Firefighter <input type="checkbox"/> Engineer <input type="checkbox"/> Fire Marshal <input type="checkbox"/> EMT <input type="checkbox"/> Fire Inspector <input type="checkbox"/> Hazardous Materials <input type="checkbox"/> Paramedic <input type="checkbox"/> Wildland <input type="checkbox"/> Technical Rescue <input type="checkbox"/> Other: _____	<p>Admin/Clerical</p> <input type="checkbox"/> Accounts Receivable <input type="checkbox"/> Meeting Minutes <input type="checkbox"/> Writing <input type="checkbox"/> Accounts Payable <input type="checkbox"/> Fax <input type="checkbox"/> Correspondence <input type="checkbox"/> Multi-Line Phones <input type="checkbox"/> Postage Meter <input type="checkbox"/> Other: _____ <input type="checkbox"/> Payroll Processing <input type="checkbox"/> Customer Service	<p>Computer Proficiency</p> <input type="checkbox"/> Word <input type="checkbox"/> Publisher <input type="checkbox"/> Excel <input type="checkbox"/> Video <input type="checkbox"/> Access <input type="checkbox"/> Web Publishing <input type="checkbox"/> PowerPoint <input type="checkbox"/> Mail Merges
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GIVE A BRIEF STATEMENT WHY YOU FEEL YOU ARE QUALIFIED FOR THIS POSITION:

**CERTIFICATION, AUTHORIZATION, RELEASE AND WAIVER
READ CAREFULLY BEFORE SIGNING**

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 RRFD 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.

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)

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.

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.

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.

If employed, I hereby authorize Rio Rico 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.

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.

Sign Here: _____ Date: _____

IMPORTANT! BEFORE YOU SUBMIT, DID YOU REMEMBER TO:

- Answer all questions completely
- Attach copies of applicable documents
- Cover a full 10-yr. employment history
- Sign and date Application
- Explain all gaps in employment

