



Fire District 10

Serving the West Plains

Volunteer Recruitment Process – Fall 2018 (2018-2)

This recruitment process is to create eligibility lists for all Volunteer Firefighter positions, to include Reserve and Resident Firefighters. Please follow the directions carefully as incomplete applications or failure to follow directions will be grounds for disqualification from the process.

Step 1: Application Process

- Complete the District Volunteer Firefighter Application. This is available at the District office or on our web site: <http://www.scf10.org/>
- Fill out and have notarized the Authorization to Release Information Form. Note that this form must be signed in the presence of a Notary. District 10 normally has members who can notarize these forms if dropped off in person during business hours Monday through Friday.
- Obtain a letter of recommendation. These must be written by a non-family member, i.e. employer, teacher, etc.
- Obtain a Driver's Abstract from the Washington State Department of Licensing. This can be done on-line at: <http://www.dol.wa.gov/driverslicense/requestyourrecord.html> or in person at any Drivers Licensing office. There is a \$13 fee. These should be procured no earlier than **June 10, 2018** to ensure accuracy and timeliness. Applicants who have lived in Washington State for less than three years must ALSO supply an abstract from their previous State of residence. These must be less than three months old at the time of application.
- Return the above completed documents to Spokane County Fire District 10, 929 S Garfield Rd, Airway Heights WA 99001 **NO LATER THAN 5:00 pm August 10, 2018**. Late, incomplete, or improperly finished packages will not be accepted. Documents may be delivered separately.

Step 2: Testing Process

- On Wednesday, **August 15th, 2018** at 6:00 pm, accepted candidates (as notified by District administration via phone and/or email) will take a written examination. A minimum of 70% passing score is required. Candidates will be given two and one half hours to complete the test. Candidates who pass the written exam will be invited to the next phase, the Volunteer Physical Ability Test.
- On Saturday **August 18th, 2018** at approximately 9:00 am, individuals who have passed the written examination will take the Volunteer Physical Ability Test (VPAT). This will be held at the Spokane County Fire District 3 Training Center (map and directions will be given to candidates that pass the written examination). This is a pass/fail test. A practice session for this will be held in early January.

Step 3: Panel Interviews

Those candidates who have passed the VPAT will be asked to sign up for a time for their panel interview. Interviews last approximately one-half hour, and will be administered on Wednesday, **August 22th, 2018** from 7:00 am to 7:00 pm. An additional day may be required if there are a large number of applicants.

Step 4: Offers of membership

A composite score from the written examination and panel interview will be used to develop an eligibility list. This list will be used for one time only. All offers made will be contingent upon a medical physical and criminal background check (both paid for by the District). Offers will be made by phone and email by Monday, **August 27th, 2018**. Those not offered membership will need to apply again to be considered in the future. Candidates who accept membership will start training on Tuesday, **September 11th, 2018**.

**Spokane County Fire Protection District 10
Volunteer Firefighter Application for Service**

| | |
|-------------------|----|
| Volunteer Program | __ |
| Reserve Program | __ |
| Resident Program | __ |
| Support Services | __ |

Date Received _____

Please **print** clearly - Use additional sheets if necessary

Full Name _____

Address _____ City _____ Zip _____

Phone _____ Message/Work Phone _____

E-Mail Address _____

Social Security # _____ Drivers License # _____

Date of Birth _____ Height _____ Weight _____

Medical Emergency:

In case of emergency notify: _____

Phone _____ Relationship _____

Please list any allergies or other conditions that could affect emergency treatment and physical or health restrictions that could limit effectiveness as a firefighter:

Education:

Name/Location of High School attended _____

Graduated (Year)? _____ If not, GED? _____

Name/Location of College attended _____

Graduated(Year)? _____ Major _____

Name/Location of other education attended _____

Qualifications/Certifications _____

Employment History: (List 3)

(1) Employer _____ Dates of employment _____

Supervisors Name _____ Phone _____

Address _____

Job Responsibilities _____

Reason for Leaving _____

(2) Employer _____ Dates of employment _____

Supervisors Name _____ Phone _____

**Spokane County Fire Protection District 10
Volunteer Firefighter Application for Service**

Address _____

Job Responsibilities _____

Reason for Leaving _____

(3) Employer _____ Dates of employment _____

Supervisors Name _____ Phone _____

Address _____

Job Responsibilities _____

Reason for Leaving _____

References: (List 3 non-family members)

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Present Fire Related Qualifications: Please include copies of any certificates

EMT _____ Level _____ Expiration Date _____

NWCG Wildland Firefighter _____ Expiration Date _____

Structural Firefighter: _____

Other qualifications: _____

I understand that any information contained within this application may be verified and that all information obtained as a result of this application is confidential and will be used only for the purpose of determining membership. I understand that if I am accepted by Fire District 10 I may be subjected to drug and/or alcohol testing and/or physical examinations. I agree to keep Fire District 10 informed as to any changes of the information contained in this application (change of address, phone, convictions, traffic violations, etc.) I also understand that false statements or omissions of information will make this application void and may terminate my membership.

Applicants receiving a conditional offer of employment will be required to undergo and successfully pass a criminal background check. Criminal convictions are not an automatic bar to employment with Spokane County Fire Protection District 10. Considerations include, but are not limited to, the nature of the conviction, when the event occurred, and the relationship between the position applied for and the type of crime

Date _____ Signed _____

Spokane County Fire Protection District 10
Volunteer Firefighter Application for Service
AUTHORIZATION TO RELEASE INFORMATION

To whom it may concern,

I authorize you to furnish Spokane County Fire Protection District #10 with any and all information that you have concerning me, my work record and my reputation, not prohibited by the Washington State Law against Discrimination RCW 49.60 and regulations concerning Fair Pre-Employment Inquiries. This will include a criminal background check.

Information of a confidential or privileged nature may be included. Your reply will be used to assist Fire District 10 in determining my qualifications and fitness for the position I am seeking with the Fire District.

I further understand that the District may, from time to time, request an updated driving and/or criminal background check and that I am required to inform the District of any driving changes including violations

I hereby release you, your organization and others from any liability or damage, which may result from furnishing the information requested. Please consider copies of this document to have the same power of authorization as an original document.

Print Name

Signature

Date

SUBSCRIBED AND SWORN TO before me this _____ day of _____, _____.

Notary Public in and for the State of Washington
Residing at Spokane