



Graham Fire & Rescue

Employment Application Packet Checklist

- Application – Complete & Signed
- Copy of your Social Security Card
- Copy of your High School Diploma / GED or College Degree
- Copy of your current Driver's License
- Reference Check Waiver – Signed and Notarized
- Equal Employment Opportunity Voluntary Self-Identification Form (EEO-4)
- Abstract of Driving Record (Must submit a copy of your FULL Driving Record from your local Dept. of Licensing, or <https://www.dol.wa.gov/driverslicense/requestyourrecord.html>)
- Candidate Portfolio including samples of work from past/current job or made up:
 - Social media posts (Facebook, Instagram & Twitter)
 - Community Outreach Program or Event (including outline of involvement in the planning and/or execution of the program/event, and an informational flyer)

All completed applications should be sent to:

**Graham Fire & Rescue
Human Resources
PO Box 369
Graham, WA 98338**

Or emailed to:

recruitment@grahamfire.org

Applications Reviewed as Submitted. Open Until Filled.

If you have any questions regarding your application, please call 253-548-2516.



Application for Employment

Position Applied For:

23014 70th Ave E
 Graham, WA 98338
 Phone: 253-847-8811

Name _____			
Street _____	City _____	State _____	Zip _____
Home Phone _____		Cell/Message Phone _____	
E mail Address _____			

Do you possess a valid Driver's License? Yes No DL.# _____ State _____

Do you certify that you are 18 years of age or older? Yes No

Do you claim veteran's preference? Yes No Did you retire from military service? Yes No

If Claiming veteran's preference, attach a copy of your DD214.

Have you ever used veteran's preference to obtain employment? Yes No

Please refer to RCW 41.04.010 Veterans' scoring criteria status and RCW 41.04.005 "Veteran" defined for certain purposes. Veteran's preference may be claimed if you received a discharge under honorable conditions.

Education	Name/Location of School	Major	Diploma/Degree	Yr. Grad.
High School				
College/Univ.				
Vocational				
Other				

List other training, education, certificates, licenses or experience you consider relevant to the position applied for: _____

Have you any physical limitation that would require reasonable accommodation to perform the requisite elements of the position applied for? Yes No If yes, please explain the nature of the limitation?

Begin with your present Employer or most recent employment position. Attach a resume. Resume will not be accepted in lieu of a completed work history as requested above.

From: Mo/YR	To: Mo/YR	Employers Name, Address, Phone:
Job Title:		
Name/Title of Supervisor:		Primary Duties: _____ _____
Reason for leaving:		

From: Mo/YR	To: Mo/YR	Employers Name, Address, Phone:
Job Title:		
Name/Title of Supervisor:		Primary Duties: _____ _____
Reason for leaving:		

From: Mo/YR	To: Mo/YR	Employers Name, Address, Phone:
Job Title:		
Name/Title of Supervisor:		Primary Duties: _____ _____
Reason for leaving:		

Provide no less than two private contacts for background and character reference checking. The listed references may not be relatives and should be persons who have known you for at least two years.

1.	_____	_____	_____	_____
	Reference Name	Address	Phone No.	Association
2.	_____	_____	_____	_____
	Reference Name	Address	Phone No.	Association
3.	_____	_____	_____	_____
	Reference Name	Address	Phone No.	Association

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, for dismissal at anytime. I authorize my previous employers and all schools or educational and technical institutions which I have attended to furnish Graham Fire & Rescue my records, reasons for leaving and all information they may have concerning me. I hereby release any such current or former employers or institutions, their agents or employees and Graham Fire & Rescue from all liability for any damage whatsoever arising therefrom. I authorize investigation of all statement in this application.

Applicant Signature

Date

WAIVER AND AUTHORIZATION TO RELEASE INFORMATION

This document affects your legal rights
Read carefully before signing

To Whom It May Concern:

I, the undersigned, **request and authorize you** to furnish to Graham Fire & Rescue or its agencies and all information that you have concerning me, my work record including but not limited to my full personnel file, discipline files, my reputation, my medical records, my psychological testing and analysis plus recommendation, my military service records, my educational background and records, my financial status, and such other information and records as you may have in your possession relating to me. Information of a confidential or privileged nature may be included in the materials you provide to Graham Fire & Rescue or its agencies. Your reply will be used to assist Graham Fire & Rescue or its agencies in determining my qualification and fitness for a position I am seeking with the Fire District.

I understand my right to request access to any public records, relating to me pursuant to Title 5 of the United States Codes, Section 552 et seq., the Privacy Act of 1974, the Freedom of Information Act, and Revised Code of Washington (RCW) 42.17 et seq., and specifically waive those rights understanding that the information furnished will be used by Graham Fire & Rescue in conjunction with this employment procedure.

I will make no attempt to gain access to the information you provide to Graham Fire & Rescue in conjunction with this employment process and hereby expressly waive any rights I may have to request the disclosure of information provided by you to Graham Fire & Rescue in conjunction with employment procedures.

Further, **I do hereby release you**, your organization, your agents, and others from any liability or damage which may result from furnishing information to Graham Fire & Rescue pursuant to this waiver and authorization to release information.

Applicant's Name (*printed*)

Applicant's Signature

Date

SUBSCRIBED AND SWORN to me on this _____ day

of _____, 20____.

NOTARY PUBLIC in and for the State of _____,

Residing in _____,

Notary Signature _____

Notary Commissioner Expiration Date _____.

Equal Employment Opportunity Voluntary Self Identification Form

Under Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, all State and local governments that have 15 or more employees are required to keep records and to make such reports to the Equal Employment Opportunity Commission as are specified in the regulations of the Commission.

Those who must file this report include:

- (a) All States; and
- (b) All other political jurisdictions which have over 100 or more employees

Covered employers must invite applicants to self-identify gender and race for this report. Completion of this form is not voluntary and will not affect your opportunity for employment, or the terms or conditions for employment. This form will be used for EEO-4 reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources department. Please return completed forms to the HR department.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires Graham Fire & Rescue to determine this information by visual survey and/or other available information.

Name: _____

Job : _____

Date Completed: _____

Gender: (Please check one or both of the options listed) Male Female

Race/Ethnicity:

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Native American or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- Two or more races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.
- I do not wish to disclose.