

APPLICATION PACKET TRACKING



PACKET PICKUP DATE: _____

NAME OF APPLICANT: _____

ADDRESS: _____

PHONE: _____

BEST TIME TO CALL: _____

EMAIL ADDRESS: _____

WHAT TYPE OF VOLUNTEER POSITION ARE YOU APPLYING FOR?

- | | |
|---|--|
| <input type="checkbox"/> FIRE/EMS – Any current, pertinent certifications? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> FIRE ONLY– Any current, pertinent certifications? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> EMS ONLY– Any current, pertinent certifications? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> RESIDENT– Any current, pertinent certifications? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> FIRE PREVENTION – Any current, pertinent certifications? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> FIRE CORPS | |

For Office Use Only:

Packet returned date _____ Email to VC

Copy of ODL Copy of proof of auto insurance

Background form attached

Dear Applicant,

Thank you for your interest in becoming a volunteer for the Cloverdale Rural Fire Protection District (hereafter CFD).

Cloverdale Rural Fire Protection District covers approximately 50 square miles of rural and residential property in the wildland interface east of Sisters. We lie between two major highways, HWY 20 and 126. The district has approximately 4000 full-time residents. Cloverdale Fire serves as a first responder for fire and medical emergencies with ambulance transport provided by Sisters-Camp Sherman Fire.

Cloverdale Fire relies heavily on trained volunteer responders to execute emergency services with the area's increasing call volume. Staffing includes 1 paid Fire Chief, 3 full-time paid shift Captains, and approximately 25 volunteers. Over half the calls in the district are medical emergencies.

As a **Fire/EMS volunteer**, you have rewarding opportunities to explore the world of fire and EMS and the training to do it safely. Whether attacking the fire, operating apparatus or serving the command functions, there is plenty for everyone to do on the fire ground.

As a **Resident volunteer**, we offer individuals 18 years and up, the opportunity to apply for their Fire/EMS Resident Volunteer Program. The program is designed to promote knowledge of the basic operating principles of fire and emergency medical services through day-to-day operations, hands-on experience, and actual classroom time. Resident Volunteers will be trained on the principles of firefighting, fire prevention, fire control, rescue, and emergency services. Education tuition reimbursement of up to \$1500 per term along with a cost-of-living reimbursement of up to \$600 per month. Shift work requirement of 48 hours on with 96 hours off. Housing in the fire station with a requirement of being in the station 51% of the nights.

As a **Fire Corps Volunteer**, you are a critical part of the team. If you love helping people but no longer think running into burning buildings or working car wrecks is your thing, the Fire Corps program may be right for you.

Fire Corps volunteers may receive training and be assigned to provide one or more of the following critical services:

- Teaching fire safety, life safety education such as CPR and first aid training, blood pressure assessments
- Green emergency address sign installation
- Community Risk Education (smoke alarms and fire prevention/safety)
- Conducting home safety checks
- Installing alarms (smoke and carbon monoxide) and fire extinguishers in area homes
- Distributing preparedness materials to residents in your community
- Providing hydration and refreshments to first responders during long incidents
- Wildfire/fuel mitigation
- Office work, data entry
- Other duties and programs as assigned by the Fire Chief

To prepare our personnel to handle these situations, CFD provides the highest level of training and educational opportunities as well as the latest in apparatus and equipment. You will find service with the fire district to be highly rewarding and a satisfying way to serve your family, friends, and community.

To get started in the exciting world of a volunteer with CFD, you must do the following:

1. Fill out and return the attached application form.
 - a. Be at least 18 years of age.
2. Meet with an interview board.
3. Satisfactorily complete the following:
 - a. Background checks, DMV record check, and Drug Tests
4. Any other requirements as stipulated by the Fire Chief.
5. Complete a one-year probationary period.

If you have questions regarding the volunteer program, please contact Travis Bootes, Captain at 541-389-2345.

Once again, thank you for your interest in becoming a volunteer with CFD.



CLOVERDALE FIRE DISTRICT APPLICATION FOR VOLUNTEER

CFD makes decisions regarding employment and volunteer applications without regard to race, color, sex, national origin, religion, marital status, age, prior industrial injury, mental or physical handicaps, or any other protected classification unrelated to job performance.

This application will be considered only for the specific job applied for. It will not be retained. Use one application for each position. If you desire to be considered for a position at a future time, you must file a new application.

Please complete this form carefully using a typewriter or ballpoint pen. If you need additional space to answer questions, you may attach extra sheets.

NAME: _____
First Name Middle Name Last Name

ADDRESS: _____
Mailing Address and Physical Address

City State Zip Code

TELEPHONE: _____
Residence Business Cell Phone

EMAIL: _____

Are you over 18 years of age? YES NO SSN: _____/_____/_____

Please describe any education training, qualifications, or skills that you think are relevant to the position for which you are applying and attach copies of any certifications and/or pertinent licenses:

Do you have a current and valid driver's license? YES NO

If Yes, Number: _____ State of Issue: _____

If yes, provide a photocopy of your license and current auto insurance card

Have you ever been convicted of (1) a felony, (2) any crime involving theft, or (3) any crime involving the use or possession of a controlled substance, on or after your 18th birthday? (Do not include minor traffic violations or arrests without convictions.) YES NO

If yes, please give a short explanation outlining the circumstances of your conviction. Please indicate the date, nature, place of the offense, and disposition. Convictions are not necessarily disqualifying:

EMPLOYMENT HISTORY

List below your work experience, paid or unpaid, beginning with your present or most recent job. Cover the past 10 years if you have worked that long. Describe each job separately, emphasizing your specific tasks and supervisory, technical, or other responsibilities. Give special attention to experience relating to the job for which you are applying. You must complete this section of the application form. Attaching a resume in lieu of a fully completed application is not acceptable. If you need additional space, attach additional sheets.

CURRENT EMPLOYER:	ADDRESS:	FROM ____/____ Mo./Year
JOB TITLE:	SUPERVISOR PHONE #:	TO ____/____ Mo./Year
DUTIES (Be Specific):		TOTAL TIME Yrs _____ Mos _____
		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
		<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for leaving:		

EMPLOYER:	ADDRESS:	FROM ____/____ Mo./Year
JOB TITLE:	SUPERVISOR PHONE #:	TO ____/____ Mo./Year
DUTIES (Be Specific):		TOTAL TIME Yrs _____ Mos _____
		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
		<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
May we contact this employer: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for leaving:		

In submitting this application, I authorize investigation of all statements contained in it, and it is understood and agreed that any misrepresentation by me in this application or any accompanying materials may result in cancellation of the application and/or termination from volunteer status if I have been employed. I understand that any offer for a volunteer position which includes firefighting as one of its essential duties, will be contingent upon passing a physical examination, and I agree that I will undergo such examination, at CFD's expense, if requested.

In consideration of any service with CFD, I agree to conform to the rules and regulations of the District. I certify that I have read all of this application and that the information I have provided above is true and correct.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Signature: _____

Date: _____

IMPORTANT

Please read carefully and initial each paragraph before signing.

By my signature and initials placed below, I promise that the information provided in this application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment or volunteer status, and may be justification for my dismissal from CFD if discovered at a later date. I agree to immediately notify CFD if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust.

_____ Initials

I authorize the investigation of all within the application (and the accompanying resume, if any). I also authorize CFD to contact my present employer (unless otherwise noted in this application form), past employers, and listed references.

_____ Initials

I authorize any person, school, current employer (except as previously noted, past employer(s), and organizations named in this application form (and accompanying resume, if any) to provide CFD with relevant information and opinion that may be useful to CFD in deciding on this application, and I release such persons and organizations from any legal liability in making such statements.

_____ Initials

If SCS RFPD makes an offer of volunteer status to me contingent upon passing a pre-employment physical examination, including a drug screening exam and x-rays, I consent to such examination, and I consent to the release to CFD of any and all medical information, as may be deemed necessary by CFD in judging my capability to do the work for which I am applying.

_____ Initials

I understand that if my volunteer status is terminated by CFD for dishonesty, breach of trust, or any criminal acts the authorities may be notified and I may be criminally prosecuted.

_____ Initials

I understand that this application does not, by itself, create a contract of employment. My volunteer position is for a definite period of time, and may unless otherwise prohibited, be terminated at any time. I understand that no person is authorized to change any of the terms mentioned in this application form.

_____ Initials

Date: _____

Signature: _____

CONFIDENTIAL PERSONAL HISTORY QUESTIONNAIRE

Answer all questions completely. If more space is necessary, use an attached sheet of paper. Making false or untruthful statements is grounds for denial of your application. Be sure to sign and date this form in the space provided.

1. Have you ever been convicted of (1) a felony, (2) any crime involving theft, or (3) any crime involving the use or possession of a controlled substance, on or after your 18th birthday? (Do not include minor traffic violations or arrests without convictions.) YES NO
If yes, please explain for each incident: 1) Date; 2) Charge; 3) Name of Police Agency; 4) Disposition/Penalty; 5) Name and address of Court; and 6) a detailed narrative account of the incident. Begin with the most recent case and list all incidents.
2. If you were ever suspended, terminated or asked to resign from any job describe the details in full below.
3. Have you ever used illegal or restricted dangerous drugs without a doctor's prescription? If yes, provide complete details.
4. Have you ever had a driver's license from another state? If yes, give for each license: 1) State; 2) License Number; 3) Dates held; and 4) your address at the time.
5. In the past 7 years, have you ever received a traffic citation (other than for parking) as an adult or juvenile? If yes, include all citations whether convicted or not.

ADDITIONAL SHEET

This space is provided to continue detailed answers to questions. Be sure to identify the item number to which the answer or comment applies.

Item Number - Comments:

PENALTY

Any falsification, withholding, or failure to answer all questions completely and accurately may cause forfeiture of all rights to employment or removal from the list of applicants who have been certified for consideration of employment.

CERTIFICATION

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions and that all statements and answers are true and correct to the best of my knowledge and belief.

Signature of Applicant (sign in ink)

Date signed