



# CHEHALIS FIRE DEPARTMENT

500 NW Sitka St.  
Chehalis, Washington 98532  
(360) 748-3394  
www.ci.chehalis.wa.us



## Application for Volunteer Recruit

The City of Chehalis is an equal opportunity employer and does not unlawfully discriminate based on race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law. Conditions of employment are stated at the end of this form. Please read these conditions carefully before signing this application. False statements on this application form shall be considered sufficient cause for non-employment or termination.

### Instructions:

To complete electronically: Download the form, use the Tab key to move between shaded text boxes to type responses. To complete in Ink: simply print the form and fill out by hand. When complete, print, sign, and mail completed form to the address above.

Position Applying For:	VOLUNTEER	Date Available to Start:	
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Full Name:	
Address:	
City, State, Zip:	
Phone #:	
Email Address:	

### Work History:

Current/Latest Employer:		City/State	
Start Date:		End Date:	
		Position:	
Job Duties:			
<u>Specific Reason for Leaving:</u>			

Previous Employer:		City/State	
Start Date:		End Date:	
		Position:	
Job Duties:			
<u>Specific Reason for Leaving:</u>			

Previous Employer:				City/State	
Start Date:		End Date:		Position:	
Job Duties:					
<u>Specific Reason for Leaving:</u>					

**Education History:**

Did you Graduate High School or obtain a GED?  Yes  No

**Colleges and/or Trade Schools:**

School Attended:				City / State	
Major/Area of Study:					
Start Date:		End Date:		Degree / Cert	

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Major/Area of Study:					
Start Date:		End Date:		Degree / Cert	

**U.S. Military Service:**

Branch:					
Duties:					
Date Entered:		Date Discharged:			

**Special Skills / Knowledge:**

List any special training, skills, certifications, licenses, etc. relevant to the position you are applying for:

Yes  No Knowledge of Microsoft Office Products including Word, Excel, Outlook, etc.

Yes  No Have you been employed by the City of Chehalis previously?

Yes  No Do you have a valid driver's license?

Yes  No Have you reviewed the City of Chehalis job description for the job you are applying for?

Yes  No Are you able to perform the essential functions of the job, with or without reasonable accommodation?

Yes  No Have you ever been disciplined or discharged from employment for cause?

Explain:

**Driving Record:**

Please List all violations, tickets, accidents, or incidents that will appear on your driving record in the past five years:

**References:**

Please include supervisors, subordinates, and peers.

Name:	Relationship:	Email:	Phone:

**AGREEMENT**

To the best of my knowledge, I certify that all statements made by me on this application are true and complete and that I can perform the essential functions of the position for which I am applying for with or without reasonable accommodations. I understand that if I receive a Conditional Offer of Employment for a position where I may have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Chehalis is required to complete a thorough background check as required by the Child/Adult Abuse Information act. I understand that if I receive a Conditional Offer of Employment for a position which requires a Commercial Driver's License, I will be tested for the presence of drugs as part of the pre-employment screening.

I understand that misrepresentation or falsification of statements made in this application constitutes grounds for immediate dismissal and I authorize investigation of all statement in this application. If I am applying for an exempt position, I understand that nothing in this application or my communications with any City of Chehalis official is intended to create an employee contract with the City of Chehalis.

## **AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS**

In consideration of the review of my employment application, I authorize the release of all high school, college and other educational records pertaining to my attendance, course work and other school activities. The City is authorized to solicit information regarding my character, general reputation, previous employment and similar background information, and to contact any and all references I have given on my application. The City is also authorized to make any investigation of my personal history and financial and credit record through any investigations or credit agencies/bureaus of the City's choice.

To my former employers named in this application, please furnish the City of Chehalis with personnel information as requested by the City. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If I become employed by the City of Chehalis, I release the City of Chehalis from any liability for future references it may provide regarding my work history and performance at the City of Chehalis.

I further agree to the following terms and conditions of employment:

- Submitting proof of citizenship or U.S. work permit upon employment.
- Meeting the job attendance and performance requirements of the position.
- Conforming to City personnel rules, regulations, and instructions.

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Applicant Signature

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Date: