



South Bay Fire District 8

3506 Shincke Rd. N.E. Olympia WA 98506
(360) 491-5320 Fax: (360) 438-0523

Part 1. Application

Please type or print in ink

Position applied for	Date
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Personal Data

Name (Last, First, Middle Initial)		
Street Address	City	State/Zip
Mailing Address (If Different)	City	State/Zip
Driver's License No. and State	Primary Contact Phone:	Email:
Have you ever been convicted of a misdemeanor or felony crime (or released from prison) within the last ten years? <i>You must complete this section in order for your application to be complete.</i> (Conviction is not an automatic bar to employment since the nature of the offense, date, the duties of the job for which you are applying shall be considered.) ☐ Yes If yes, please explain date, charge, place and action taken: (Use back page if necessary) ☐ No		

Education

School Name and Location (attach additional sheet if more space is needed)	Number of Years	Did you graduate?	Course of Study/Degree
High School			
College			
Other			
List Licenses, Certificates or Registrations Relevant to the Position for Which You are Applying	Issued By	Issue Date	Expiration Date

Work and Professional References (Please do not list relatives)

Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

Employment History: Start with current/last position held. Attach additional pages if necessary.

Company Name:	Telephone No:	Employed (Mo./Yr.) From: To:
Company Address:	Okay to contact? ☐ yes ☐ no	Reason for leaving:
	Your Title:	Monthly Salary:
Specific Duties:		
		No. Employees Supervised:
Immediate Supervisor:		

Company Name:	Telephone No:	Employed (Mo./Yr.) From: To:
Company Address:	Okay to contact? ☐ yes ☐ no	Reason for leaving:
	Your Title:	Monthly Salary:
Specific Duties:		
		No. Employees Supervised:
Immediate Supervisor:		

Company Name:	Telephone No:	Employed (Mo./Yr.) From: To:
Company Address:	Okay to contact? ☐ yes ☐ no	Reason for leaving:
	Your Title:	Monthly Salary:
Specific Duties:		
		No. Employees Supervised:
Immediate Supervisor:		

Company Name:	Telephone No:	Employed (Mo./Yr.) From: To:
Company Address:	Okay to contact? ☐ yes ☐ no	Reason for leaving:
	Your Title:	Monthly Salary:
Specific Duties:		
		No. Employees Supervised:
Immediate Supervisor:		

Special Skills

If you have other skills obtained through hobbies, volunteer work, etc., relevant to the position for which you are applying, please describe:

Special Equipment

List machines/equipment that you can operate which are necessary or useful to this position.

I hereby declare the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if I am selected, any misstatement or omission of fact on this application or during the application process may result in the rejection of my application, my name may be removed from consideration, or I may be discharged from employment. In the event of employment, I understand that false and/or misleading information given in my application or interview process (or failure to disclose information) may result in discharge. I further understand that, if hired, I shall be required to abide by all policies, rules, and regulations of the Thurston County Fire Protection District 8 ("District"). I authorize investigation of all statements in this application.

I authorize investigation of all statements contained in this application for employment and in the application process as may be necessary in arriving at an employment decision. I understand that, as part of the application process, the District will conduct a background investigation regarding my qualifications for employment to the extent determined appropriate by the District in its sole discretion. I authorize the District to solicit information regarding my character, general reputation, references, credit, criminal background, previous employment, work habits, education, and similar background information to be used as part of the procedures for processing my application for employment. I also understand that my employment may be contingent upon satisfactory completion of credit, educational, and criminal background checks. I acknowledge that if the District chooses to use a third party consumer reporting agency to obtain such information in a consumer report, I must sign a separate consent form before the District obtains the consumer report in a form which satisfies the requirements of the Washington State and Federal Fair Credit Reports Acts respectively.

I authorize the District to contact any and all references, my previous employers, and all schools and educational institutions which I have attended to provide the District with any information regarding my current or former employment, scholastic records or ratings, or other relevant information. This includes specific authorization for my previous employers to furnish the District, to the extent permitted by Federal and State law, my reason for leaving, my performance history, and all other information they may have concerning my employment with them. I release all of my previous employers, educational institutions, credit agencies, any other person or entity, and the District from all claims, liabilities, and damages arising out of such investigations, the request for such information, or furnishing of such information.

I understand that neither this application packet nor statements by representatives of the District shall be deemed to constitute an employment contract, a promise or guarantee of employment for any duration, or a promise of specific treatment in specific circumstances.

Name _____ Date _____

You may use this space to provide additional information, if needed

Part 2. Supplemental Questions

Why are you interested in being a lieutenant at South Bay Fire Department?

What supervisory skills do you have that you believe will be beneficial to our agency?

Lieutenants at South Bay Fire Department will work one of two available schedules. The schedule you may work is decided off of seniority for the lieutenant positions. The schedules consists of:

A 48 hour work week that consists of working 4 – 12 hour shifts Monday – Friday with 1 weekday and weekends off.

A 53 hour average work week that consists of working 24 hour shifts. Shifts would be one on, followed by one off, one on, followed by one off, one on, and followed by four off. This schedule does have Kelly days.

Would you be ok with working either of the two schedules?

YES

NO - If no, please explain

Part 3. Authorization for Release of Information

Authorization for Release of Information (See also the Release contained within the body of the job application. That Release is incorporated herein by this reference).

I hereby authorize Thurston County Fire Protection District 8 ("District") to conduct a complete background investigation for the purpose of verifying the information contained in my application and my fitness for the position that I have applied for. I further acknowledge and agree that the District may:

- Contact my present or former employers for all information relating to achievement, performance, attendance, personal history, and discipline
- Confirm the status of my driver's license and driving record (if applicable to position requirements)
- Inquire into any criminal convictions on my record
- Obtain copies of my medical records
- Contact any personal references provided
- Verify my educational background and training

I specifically authorize any person, firm or corporation contacted by the District to release any of the above records to the District. I agree to:

- ☐ Waive any privilege of confidentiality I may have with respect to said records
- ☐ Waive any claims against the District or against any prior employers as a result of the District's collection of said information

Dated: Month _____ Date _____ Year _____

Place of Birth: _____

Name: Last, First, Middle

(Please Print): _____

Signature: _____

Part 4. Application Checklist

(NOTE: Incomplete applications will not be processed – Please ensure that each of the below portions are complete)

- ☐ Letter of interest
- ☐ Application
- ☐ Supplemental questionnaire
- ☐ Resume – including list of relevant certifications
- ☐ Authorization for release of information
- ☐ 3 year driving abstract Attached *(Available from Dept. of Licensing)*
- ☐ DD214 if claiming Veterans Preference

Mail or e-mail your completed application to:

**BC Brent McBride
McBride@SouthBayFire.com
South Bay Fire District 8
3506 Shincke Rd NE
Olympia, WA 98506**

Qualified and completed applications will be processed and applicants deemed most qualified will be invited to partake in the testing process. Applicants not currently employed full-time will need to successfully pass a background investigation, medical & psychological evaluation and CPAT prior to employment with the District.

THURSTON COUNTY FIRE PROTECTION DISTRICT 8 IS AN EQUAL OPPORTUNITY EMPLOYER

***The District does not discriminate on the basis of race, religion, color, gender, age, marital status, national origin, mental or physical disability, sexual orientation (including gender identity and gender expression), genetic information, or any other category protected by law. All qualified applicants receive an equal opportunity and selection decisions are based on job-related factors.**