



NOW HIRING...



PINETOP FIRE DISTRICT
FIRE CHIEF

INFORMATION AND APPLICATION PACKET



POSITION TITLE:

FIRE CHIEF

PINETOP FIRE DISTRICT

A UNIQUE OPPORTUNITY

The Pinetop Fire District is seeking a dynamic, innovative, and forward-thinking leader to serve as Fire Chief. This is a unique opportunity for a seasoned professional with a proven track record of progressive leadership, strategic vision, and a strong commitment to excellence in fire and emergency services. If you are a fire service leader who brings not only technical expertise, operational and administrative experience, but also the ability to inspire, mentor, and lead a dedicated team in a growing, high-performing organization, we invite you to apply. As a community-focused agency located in a beautiful mountain setting with complex wildland-urban interface challenges, Pinetop Fire District offers a rewarding environment for a visionary leader ready to build on a strong foundation and guide the District into its next chapter.

PINETOP FIRE DISTRICT

Established in May 1958, the Pinetop Fire District has evolved from a volunteer fire department into a full-service, career fire and emergency medical agency serving approximately 12 square miles in Navajo County. With a year-round population of 9,500-9,800 that swells to over 20,000 during peak seasons, the District responds to more than 2,000 calls annually—70% of which are EMS-related. Operating out of two fire stations (with a third nearing ground-breaking), the District provides fire protection and emergency medical services, ambulance transport, hazardous materials response, technical rescue, wildland firefighting, public education and fire prevention. Currently deploying normal daily operational staffing of 8 personnel, PFD employs 25 full-time firefighters, 6 full-time wildland specialists, and up to 24 seasonal wildland crew members, as well as administrative and fire prevention staff. The District enjoys a positive and progressive relationship with the White Mountain Firefighters Association, whose chapter members are active in the communities we serve. Currently deploying out of two stations, PFD provides services with two ALS engine companies and two ALS ambulances commanded by a Battalion Chief and ensuring high-quality emergency care and rapid response. Having successfully passed a bond in the last election, PFD is in the pre-construction phase for an additional station.

With a budget of \$10.5M, the District is primarily financed by property taxes assessed within the District, as well as by a fire district assistance tax, ambulance transport revenues, fee for service contracts, grant funding, and wildland contract revenues. Maintaining an ISO Class 3 rating, PFD is located in a wildland-urban interface adjacent to the Apache-Sitgreaves National Forest; all personnel are wildland certified and actively support community fire prevention through programs like Firewise USA and Ready, Set, Go!

MISSION STATEMENT

Dedicated, compassionate professionals providing exceptional emergency & community services, through education, prevention, and risk reduction.

CORE VALUES

As an organization, the Pinetop Fire District will:

- Exercise servant leadership
- Champion involvement, innovation, and creativity for our members
- Communicate honestly and openly at all organizational levels
- Foster shared leadershipEncourage followership at all levels
- Act with honesty, integrity, trust, and respect
- Exercise accountability at all levels
- Encourage personal and professional development
- Support and perform as a team
- Foster and maintain unity as an organization
- Take pride and ownership in our District and actions
- Maintain a sense of duty to our District and community
- Maintain a commitment to safety in everything we do
- Model excellence in our actions and deeds

Today, Pinetop Fire District stands as a progressive, community-focused agency committed to operational excellence and proactive public safety.

THE COMMUNITY / AREA WE SERVE

Nestled at 7,200 feet in elevation in the heart of Arizona's scenic White Mountains, the area offers a unique blend of natural beauty, four-season recreation, and strong community spirit. With an average annual temperature of 63.7 degrees and average annual snowfall of 38 inches, the area boasts miles of trails and more than 200 streams/lakes and 800 miles of cold, crystal clear rivers and springs. The wildflowers, elk, alpine forests, lakes and rivers provide a stunning backdrop to an area where festivals and outdoor activities are right outside one's backdoor. Pinetop-Lakeside is a well-known destination for outdoor enthusiasts year-round. From golf, hiking, biking, hunting, and fishing in the warmer months to snowmobiling, cross-country skiing, and ice fishing in the winter, the area's endless trails, lakes, and forests make it a haven for adventure. Residents enjoy clean mountain air, dark star-filled skies, and a lifestyle that celebrates both relaxation and activity. The community is home to engaged, civic-minded citizens, an excellent school system, and a deep respect for public service.



Incorporated in 1984, the Town of Pinetop-Lakeside brings together the historic mountain communities of Pinetop and Lakeside, creating a vibrant and welcoming place to live, work, and explore. Fire and emergency medical services are provided by both the Pinetop Fire District and Timber Mesa Fire and Medical District, each serving defined areas within the town's jurisdiction. This region presents a rewarding professional environment for fire service leadership—balancing rural charm, complex operational demands, and a strong tradition of community partnership.

THE ORGANIZATIONAL STRUCTURE

Recognized by the State of Arizona as a special taxing district, PFD is governed by a five-person Board of Directors elected by the public. With preparation and guidance by the Fire Chief, the Fire Board approves the annual budget and establishes policy which the Fire Chief is responsible for implementing and administering. Reporting directly to the Fire Board, the Fire Chief has direct supervision of the Assistant Chief, the Fire Marshal, and the Administrative Secretary, and indirect supervision of all other District employees.

STRATEGIC INITIATIVES

The successful candidate will demonstrate the ability to lead with vision while effectively executing the District's key strategic initiatives. These initiatives reflect the organization's commitment to operational excellence, professional development, and meaningful community engagement:

- Leadership development and retention
- Financial stability, transparency and alternative revenue growth
- Technology and infrastructure improvements to streamline processes, improve efficiency and enhance service delivery
- Service delivery to improve overall livability of the community served

THE IDEAL CANDIDATE

The ideal candidate will bring a broad and balanced fire service background, with substantial experience in all-hazards Fire/EMS operations and a strong understanding of the operational complexities of protecting communities within the wildland-urban interface. This individual will be a proactive, engaged leader who is as comfortable in the field as in the boardroom --someone who leads by example, builds trust, and earns respect through action and integrity. The District is seeking someone who values team development, has a demonstrated ability to cultivate future leaders, and has a successful track record in securing external funding through grant initiatives. A strategic thinker with a practical mindset, the next Fire Chief will possess a clear vision for the future of the Pinetop Fire District and the skills to move it forward. Strong interpersonal and political acumen, coupled with the ability to communicate effectively across all levels of the organization and the broader community, will be essential to building strong relationships, promoting a positive organizational culture, and sustaining cooperative labor relations.

EDUCATION/EXPERIENCE REQUIREMENTS

(See job description for complete list of qualifications)

- A Bachelor's degree from an accredited college or university in Fire Science, Business Administration, Public Administration or other related field
- A minimum of twelve (12) years of career-level experience in the fire/emergency services industry with at least three (3) years in Fire/EMS operational or administrative management at a Chief Officer level
- Experience in development and management of budgets, preferably in a governmental setting of similar or larger size
- Experience in a community with significant Wildland-Urban Interface risk
- National Registry or Arizona State Certification at minimum of EMCT Basic Level; Certified Paramedic preferred
- National Incident Management (NIMS) certification
- Executive Fire Officer (EFO) or Chief Fire Officer (CFO) designation and/or Fire Service Executive Development through IAFC (preferred)
- Master's degree from an accredited college or university (preferred)
- District residency is required within six months of employment

DESIRED PROFESSIONAL CHARACTERISTICS

- Ability to delegate, empower and trust employees to accomplish goals and ensure accountability
- Strong business acumen reflecting a clear understanding of the financial and operational concepts of the District
- Organizational and political savvy



- Values and promotes competency and employee development through active mentoring
- Strong leadership presence that garners mutual respect
- Encourages free flowing exchange of ideas and demonstrates willingness to accept new ideas
- Exhibits resourcefulness and innovation, thinks outside the box, and looks beyond one's self to find the answers
- Actively promotes and listens to input from others from every strata of the organization
- Is vested in the organization and the community we serve
- Demonstrates ability and readiness to work collaboratively with elected officials

DESIRED PERSONAL CHARACTERISTICS

- Integrity
- High ethical standards
- Transparency; readily builds trust and establishes credibility
- Winning attitude; passion for excellence
- Accessible and approachable
- Empathetic; shows care and concern for others
- Motivated; self-driven to achieve results
- Professionalism, even in the face of adversity
- Resilience
- Respects and embraces diversity

COMPENSATION AND BENEFITS

The Pinetop Fire District is committed to providing a highly competitive compensation and benefits package.

Hiring Salary Range: \$128,958 - \$153,733 (DOE)

The PFD offers a generous benefit package including:

- 10 paid holidays
- 20 days PTO
- Group medical, dental, and vision insurance
- Life and AD&D insurance
- 457 deferred compensation (matching up to 10% of base salary)
- Arizona Public Safety Personnel Retirement System
- \$1000 uniform allowance
- Educational assistance/tuition reimbursement.

APPLICATION PROCESS

Interested applicants shall submit electronically a cover letter, resume, completed PFD application form and the supplemental questionnaire to:

brendahrs@aol.com

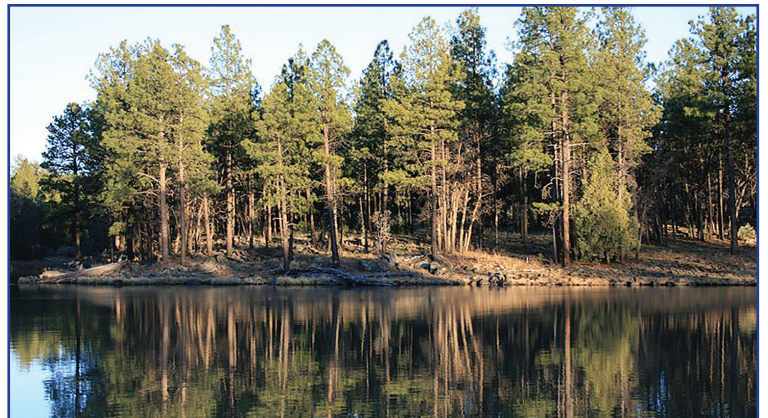
Brenda Trachina

Human Resource Strategies

Questions may be directed either by phone (520)297-9351 or email to **brendahrs@aol.com**

Completed application packets must be received no later than 1700 hours on October 3, 2025. Incomplete or late application packets will not be considered. Following the closing date, all application packets will be reviewed based upon the qualifications and criteria outlined in this information packet. Those candidates that the District determines to be best qualified will be invited to participate in a two to three day assessment center to be held in late October, followed by Fire Board interviews with the top finalists. The Fire Board anticipates making a final hiring decision in November, with a projected start date in December 2025.

The successful candidate will be subject to a pre—employment medical and psychological evaluation, drug screen, fingerprinting, reference checks, and credit, criminal and motor vehicle background reviews.



SUPPLEMENTAL QUESTIONNAIRE

Please supplement your application packet with responses to the following questions.

Your responses should not exceed a total of four typed pages.

1. Please give an overview of your current or most recent position and scope of responsibilities, along with an overview of the organization itself (i.e., population served, annual budget, number of employees, number of stations, annual call volume, etc.). If you held a previous position with greater responsibility, please provide similar information on that position.
2. Please give an overview of your experience in long-term financial planning and management, including developing and managing budgets, cost containment efforts, and alternative revenue generation. Please include the size and scope of your budgetary responsibilities.
3. Please describe your involvement in labor and employee relations; in particular, please explain any experience you may have with meet & confer and/or collective bargaining.
4. Please explain your experience/involvement in wildland firefighting and/or protecting a community with significant wildland-urban interface fire risk.
5. Please describe your leadership style and philosophy on how you lead/motivate people, develop/mentor employees, mitigate conflict in the workplace, and inspire a team atmosphere.
6. Please describe your experience in succession planning and/or professional development programs focusing on education/training in areas such as leadership, mentoring, change management, health and wellness, etc.
7. Please describe your experience in pursuing grant opportunities. What types of grants have you applied for, and how much grant funding has been awarded based upon your contribution to the grant writing efforts?
8. Please provide an overview of your fire service career, outlining the various positions/ranks you have held, and describing how your career path has prepared you for the role of Fire Chief in a fire district, encompassing both operational and administrative responsibilities.





FIRE CHIEF

JOB DESCRIPTION

POSITION TITLE: Fire Chief
REPORTS TO: Fire Board
FLSA STATUS: Exempt
CLASSIFICATION: Sworn / Safety Sensitive Position
WORK SCHEDULE: Full-Time

GENERAL SUMMARY:

Serves as Fire Chief at the pleasure and under the direction and guidance of the Fire Board. The position of Fire Chief is an exempt position under the Fair Labor Standards Act. The Fire Chief is responsible for the overall management and administration of the Pinetop Fire District ("PFD" or "District"). This individual will perform a variety of technical, administrative and supervisory tasks in providing fire, rescue and emergency medical services for the District.

SUPERVISION EXERCISED:

Provides direct and indirect supervision of individuals within assigned areas. Carries out supervisory responsibilities in accordance with the Pinetop Fire District policies and applicable laws. Supervisory responsibilities include overseeing and participating in interviewing and hiring, training employees, planning, assigning, and directing work; appraising performance; rewarding and coaching employees; addressing complaints and resolving problems.

ESSENTIAL DUTIES & RESPONSIBILITIES: *Essential functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.*

- Develop operating and capital budgets for the District for presentation to the Fire Board.
- Effectively monitors and manages the operating and capital budgets of the District within the mil levy rate as set by the Fire Board and develops a long-range capital expenditures plan.
- Manages the District's public and financial records control systems including internal audits, bank controls, records retention and disposition schedule.
- Organizes, directs, informs and enforces PFD's policies and procedures.
- Reviews the general operation of the District to determine efficiency.
- Ensures annual performance reviews of staff are completed in a timely manner.
- Supports, coordinates and interfaces with senior officers and the Fire Board and serves on various PFD committees, as needed.
- Develops, in conjunction with the Fire Board, a 5-year strategic plan, updated annually. Manages and implements the District's strategic plan.
- Prepares and presents a verbal monthly report to the Fire Board including significant activities, outstanding achievements, specific goals or major tasks achieved.
- Provides accurate and timely accounting of District finances to the Fire Board.
- Manages the purchase of equipment, supplies, and services necessary for the proper operation and maintenance of all equipment and facilities of the District.

- Demonstrates continuous effort to improve operations and streamline work processes to provide excellent service to the District.
- Oversees and ensures an effective training program is implemented that ensures EMS and firefighter proficiency and promotes the development of officer skills and leadership abilities.
- Manages and maintains oversight of outside consultants.
- Coordinates legal services and works with District legal counsel. Updates the Fire Board about legal issues in a timely manner.
- Reviews materials for compliance with PFD policies, and stays abreast of related state and Federal laws and regulations.
- Is responsible for the development and implementation of the District safety training program. Oversees proper documentation of employee safety training.
- Establishes and maintains effective working relationships with staff, Fire Board, local, county and state officials, community organizations, other fire/EMS departments, other agencies, community and business representatives and the general public.
- Represents PFD in a variety of local, county, state and other meetings.
- Provides leadership, motivates, trains and delegates at all appropriate levels of the organization.
- Maintains District discipline according to PFD's "Standards of Conduct" and other PFD Human Resource Policies and expects professional character, attitude, competency, and conduct from all employees.
- Responds courteously and tactfully to a demanding and diverse public in answering questions, explaining District policies and handling complaints.
- Presents strategic initiatives, projects and opportunities to the Fire Board.
- Delegates authority in order to complete the above tasks in the most efficient manner.
- Performs the duties of command personnel, as needed, and other duties as may be assigned by the Fire Board from time to time.
- Serves as senior operational, logistical, or administrative officer and as a member of the executive management team.
- Responds to emergency incidents as needed and assumes appropriate command using established incident command procedures (NIMS).

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of:

- Principles, procedures, techniques and equipment as related to the provision of fire, rescue and emergency medical services.
- Principles and practices of District administrative management including strategic planning, finance, budgeting and human resource management.
- Safety regulations, protocols, principles, practices and procedures related to EMS and fire suppression operational activities.

Thorough knowledge of:

- Government finance administration, financial reports, audits, standard accounting principles and practices.
- Fire District organization and management.
- Ambulance enterprise management.
- Community risk reduction.
- Federal, state and local laws and NFPA fire codes, rules and regulations as they pertain to District activities.
- Safety procedures and the ability to maintain safety as a primary concern.
- Proper personnel management techniques, supervisory practices and evaluation methods.
- Short and long-range strategic planning.
- Principles and methods of budget preparation and monitoring.
- Public purchasing, materials management and procurement processes.

Ability to:

- Lead, command, motivate, train, supervise and evaluate personnel.
- Prepare technical and administrative reports.

- Communicate and report in descriptive detail with clearly organized thoughts using proper English sentence construction and grammar, both orally and in writing.
- Effectively give and receive verbal and written instructions.
- Exercise sound judgment in evaluating situations and make critical decisions under exceptional circumstances.
- Plan, evaluate, delegate and coordinate activities of the District.
- Prioritize work effectively to meet goals and objectives within acceptable time frames.
- Review or check the work products of staff for conformance to standards.
- Operate a personal computer using program applications appropriate to assigned duties and responsibilities.
- Use ingenuity and creativity in the performance of assigned tasks and problem solving.
- Maintain tact, patience, and courtesy in public and professional interactions.

WORK CONTACTS:

- Considerable contact with media, civic groups, regulatory agencies, and the general public.
- Occasional contact with other city departments to coordinate activities.
- Considerable contact with agencies, hospitals, and pre-hospital care providers in coordinating emergency medical services, community events, and compliance and safety activities.
- Contacts are significant and may require extreme tact and discretion in the performance of accomplishing department goals, programs, and policies.

MINIMUM QUALIFICATIONS:

- Minimum of twelve (12) years of full-time fire/emergency medical experience, including at least five (5) years of experience as a Chief Officer in EMS/Fire Suppression operational and administrative management.
- Bachelor's Degree in Fire Science, Business or Public Administration, or related field through an accredited college or university.
- Nationally Registered or Arizona State Certification at a minimum of EMCT Basic Level; Certified Paramedic preferred.
- Experience in wildland/urban interface protection.
- Expected to be available and/or reachable 24 hours per day, 365 days per year, except for scheduled leaves of absence and/or scheduled vacation time.
- Must reside in the District within six months of employment.

DESIRED QUALIFICATIONS:

- Master's degree in Fire Science, Business or Public Administration, or related field through an accredited college or university.
- Executive Fire Officer or Chief Fire Officer designation
- Fire service management graduate work in or comparable to the Executive Fire Officer Program at the National Fire Academy.
 - Managing Fire Officer Designation.
 - Fire Officer II.
 - Instructor II.
 - Health and Safety Officer.
 - Incident Safety Officer.
 - Blue Card certification.
 - Completion of Recommended National Interagency Management System Standards for Executive Fire Officer or equivalent.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

Much of the work is in an office environment. However, while performing the duties of this job, the employee may face emergency situations that could require good mobility and physical condition and stamina to work effectively in weather extremes, to lift and carry heavy objects, to reach and work overhead and other physical demands. The Fire Chief must be able to meet the District's physical fitness standards and successfully complete the annual

physical examination by a District designated health care provider.

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physically mobile with reasonable accommodation.
- Participate in physical fitness programs and comply with Fire District fitness-for-duty policy requirements.
- Frequently lift or move 50 pounds and occasionally lift and/or move up to 175 pounds for up to 100 feet.
- Working in temperatures exceeding 120 F and below 32 F.
- Working in the presence of pollen, dust, poisonous creatures, and plants.
- Working at heights up to 100' as needed.
- Able to bend, reach, kneel, twist and grip items while working at various hazardous locations.
- Manual dexterity and coordination to operate office equipment, including computers, fax, and copy machines.
- Respond to visual and aural cues.
- Able to read, write, speak, and understand the English language.
- Operate in mentally and physically stressful situations.
- Ability to remain calm and cooperative in difficult or emergency situations.

EXPECTED BEHAVIOR

As a manager/supervisor, the incumbent is expected to embrace, support, and promote the District's values, beliefs, and culture, which include but are not limited to the following:

- High ethical standards
- Train, develop, nurture, and mentor all personnel.
- Encourage teamwork and participation by all personnel.
- Lead by example.
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers
- Be responsible and accept accountability for personal actions

These traits are not basic job requirements but are expected behavior both on and off duty. Other duties and responsibilities will be performed as assigned.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position change.



PINETOP FIRE DISTRICT EMPLOYMENT APPLICATION

Pinetop Fire District
1845 S. Pine Lake Rd, Pinetop, AZ 85935
Phone: (928) 367-2199 • Fax: (928) 367-2220

APPLICATION INSTRUCTIONS:

Read the job description before completing the application. Answer all questions completely, including any supplemental questionnaire forms. Type or print all answers. Sign this application and all other forms. **Resumes may not be substituted in lieu of the requested information.** Any omission, misstatement, or falsification may be cause for rejection of this application or discharge from the District. Applications must be **received** by the posted deadline, whether submitted in person or by mail or fax. Pinetop Fire Districts are not responsible for applications that are not received by the posted deadline, are incomplete or are illegible.

GENERAL INFORMATION

Position Applying For: _____

Name (Last, First, MI): _____

Social Security Number : _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

E-mail Address: _____

Telephone: _____

Message Phone: _____

Do you have a legal right to work in the U.S.? ☐ Yes ☐ No

All new hires will be required to submit verification of the legal right to work in the United States within three (3) business days beginning with their first day of work. In accordance with the Immigration Reform and Control Act of 1986, we are legally prohibited from employing anyone who cannot provide such verification.

EDUCATION, TRAINING, AND SKILLS

Proof of Education, Professional Registration(s), License(s), and Certification(s) may be required prior to hire.

Do you have a High School Diploma or a G.E.D.? ☐ Yes ☐ No If no, please indicate highest grade completed: _____

Education Information:

Name of High School / College / University:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Applicant's Name: _____

Professional Registrations, Licenses, and/or Certifications *that relate to this position:* (i.e., Firefighter I/II, EMT, Paramedic, etc. use back of sheet if necessary)

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

List any specialized training:

List equipment and/or computer software applications you are proficient in operating:

Driver's License Information: *(This section will only be considered if applicable to the position for which you apply)*

Do you have a valid Driver's License?	Driver's License Number:	State:	Classification:
<input type="checkbox"/> Yes <input type="checkbox"/> No			

Are you a Veteran? Yes No **Branch of Service:** _____ **Date of Discharge:** _____
(Please attach DD214)

Begin with your present or most recent employer. List all jobs, paid or volunteer, over the last ten years. Provide detail for multiple jobs with single employer. Include any experience prior to ten years ago that relates to the position. Your qualifications will be evaluated on the information provided on this application form and, if applicable, any supplemental questionnaire forms.

PLEASE NOTE: RESUMES MAY **NOT BE SUBSTITUTED FOR THE REQUESTED INFORMATION.**

Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
May we contact your present or most current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Total Time Worked: Years:	Months:	Reason for wanting to leave:	

Applicant's Name: _____

IF NECESSARY, YOU MAY MAKE ADDITIONAL COPIES OF THIS SHEET.

Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years:	Months:	Reason for leaving:	
Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years:	Months:	Reason for leaving:	
Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years:	Months:	Reason for leaving:	
Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years:	Months:	Reason for leaving:	

Applicant's Name: _____

Professional References

Name	Address	Telephone	Years known

To assist with verifying previous work experience and/or education, please list other names you have gone by:

Have you ever been terminated, discharged, or resigned in lieu of termination due to misconduct or unsatisfactory performance or service?

☐ Yes ☐ No If yes, please name the employer, explain the circumstances, and date (mo/yr).

Have you ever been convicted of, admitted committing, are awaiting trial, or been placed on probation for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)?

- You must answer YES even if the matter was later dismissed, deferred, vacated, expunged or had any other legal action taken that may have removed the matter from court records.
- If you answer YES, you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

Note: Prior criminal history shall not automatically disqualify an individual for employment.

☐ Yes ☐ No Explanation: _____

EMPLOYMENT POLICY

It is the policy of Pinetop Fire District to grant equal employment opportunity to all persons in all terms, conditions, and privileges of employment without regard to race, creed, color, sex, religion, national origin, age, marital status, physical/mental disability, sexual orientation or veteran status.

PINETOP FIRE DISTRICTS IS AN EQUAL OPPORTUNITY EMPLOYER

Applicant's Name: _____

PLEASE READ THE FOLLOWING STATEMENTS AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.

- By signing this application, I certify that all statements made on this form are true and complete to the best of my knowledge. I understand that, any omission, misstatement, or falsification may be cause for rejection of this application and/or discharge from employment.
- I understand that all documents requested and/or submitted, such as, but not limited to a cover letter, resume, certifications, and reference letters, are a part of the total application packet. Failure to submit all required documents shall cause my application to be eliminated from consideration.
- I also authorize Pinetop Fire District to make all necessary and appropriate investigations allowable by law to verify the information concerning my employment.
- I understand that any offer of employment will be conditional upon the results of a criminal background investigation, social security verification, and a driver's license check (if applicable to the position).
- I understand that any offer of employment will be conditional upon the successful completion of a drug screening test.
- I understand that my employment is at will, that the terms and benefits provided to me do not constitute any contractual relationship between myself and the District, is for no definite period of time and is terminable by myself or the District with or without notice or cause. No oral statements or representations made either before or during employment can change or modify this non-contractual and at-will relationship.
- I understand that in consideration for my employment, I agree to comply with all federal, state and local laws, as well as District policies, procedures, rules/regulations and guidelines, which may be changed from time to time.
- If employed, I authorize the District to deduct from my earnings amounts sufficient for my payments to cover any financial liability which I may incur during my employment. This may include, but not be limited to, damage to or loss of District property, group insurance premiums, tuition reimbursement, and lost tools/equipment/supplies.
- I understand that this application will remain active only for the job opening for which I have applied and will become inactive upon completion of the associated hiring process.
- I understand that it is my responsibility to keep the District advised of any changes of address and/or phone number. I have read the above, understand its content and meaning, and agree to all of its provisions.

Applicant's Name: _____

Applicant's Signature: _____

Date: _____

Applicant's Name: _____

Applicant Information Release Waiver

I voluntarily and knowingly authorize, for employment purposes only, any present or past employer or supervisor, university or institution of learning, administrator, law enforcement agency, state agency, federal agency, credit bureau, private business, military branch or the National Personnel Records Center, the Bureau of Criminal Apprehension, personal reference, and/or other persons or organizations, to give record of information they may have concerning my criminal history, motor vehicle history, earnings history and employment records, general reputation, character, and any other information requested to Pinetop Fire District and/or its agents or representatives. I understand that, if hired, my consent will apply throughout my employment with the District.

Applicant Name: _____

Applicant Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____