

Pinewood Fire District  
**Application for Employment or Volunteer Membership**  
An Equal Opportunity Employer

Please Read These Questions Carefully Before Filling Out The Application  
All answers and attachments will become part of your permanent employee records

**THIS APPLICATION WILL BE GIVEN EVERY CONSIDERATION, BUT ITS RECEIPT DOES NOT IMPLY THAT THE APPLICANT WILL BE INTERVIEWED OR EMPLOYED**  
PLEASE COMPLETE EACH SECTION OF THIS APPLICATION IN BLUE OR BLACK INK

DATE OF APPLICATION: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First M.I.

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

PHONE : \_\_\_\_\_ EMAIL : \_\_\_\_\_

DESIRED POSITION (Please include the appropriate supplemental application):  
VOLUNTEER:  FIREFIGHTER/EMT  EMT  RESERVE FIREFIGHTER/EMT

ADMINISTRATIVE AID  OTHER: \_\_\_\_\_

CAREER:  FIREFIGHTER/EMT  FIRE ENGINEER (PROMOTIONAL)  
 FIRE CAPTAIN (PROMOTIONAL)  DIVISION CHIEF (PROMOTIONAL)  
 SECRETARY I  SECRETARY II  OFFICE MANAGER

OTHER: \_\_\_\_\_

Are you at least 18 years of age?  Yes  No

Are you presently employed?  Yes  No

Have you ever been a member of the Pinewood Fire District before?  Yes  No

Earliest date available for employment: \_\_\_\_\_

Please list any limitations regarding your availability: \_\_\_\_\_  
\_\_\_\_\_

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**EMPLOYMENT HISTORY**

Please account for your last 10 years of employment

Current or last employer:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address:		
City, State, Zip:		Phone:
Hire Date:	Termination Date:	Reason for Leaving:
Immediate Supervisor's Name:		Position Held:
Duties:		

Next previous employer:		
Street Address:		
City, State, Zip:		Phone:
Hire Date:	Termination Date:	Reason for Leaving:
Immediate Supervisor's Name:		Position Held:
Duties:		

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**EMPLOYMENT HISTORY**

Please account for your last 10 years of employment. Attach resume' to this application

Next previous employer:		
Street Address:		
City, State, Zip:		Phone:
Hire Date:	Termination Date:	Reason for Leaving:
Immediate Supervisor's Name:		Position Held:
Duties:		

Next previous employer:		
Street Address:		
City, State, Zip:		Phone:
Hire Date:	Termination Date:	Reason for Leaving:
Immediate Supervisor's Name:		Position Held:
Duties:		

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Street Address:		
City, State, Zip:		Phone:
Hire Date:	Termination Date:	Reason for Leaving:
Immediate Supervisor's Name:	Position Held:	
Duties:		

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City, State, Zip:		Phone:
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Hire Date:	Termination Date:	Reason for Leaving:
Immediate Supervisor's Name:	Position Held:	
Duties:		

Next previous employer:		
Street Address:		
City, State, Zip:		Phone:
Hire Date:	Termination Date:	Reason for Leaving:
Immediate Supervisor's Name:	Position Held:	
Duties:		

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**EDUCATION AND CERTIFICATIONS**

Please attach all pertinent certifications to this application, include any military or trade schools

Name & Location of School	Course of Study	Yrs. Completed	Graduation Status	Degree Earned
High School:			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Diploma <input type="checkbox"/> GED
College:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Grad. School:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade School/Other:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade School/Other:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certificates Earned		Certifying Agency		Date

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**EMPLOYEE BACKGROUND AND ELIGIBILITY**

Are you a veteran of the U.S. Military services?     Yes     No

If yes, what branch? \_\_\_\_\_ Years served: \_\_\_\_\_

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Are you eligible for employment in the United States of America?     Yes     No

The Immigration and Control Act of 1986 requires the verification of an applicant's identity and eligibility for employment. Required identifying documents include: US Passport, Certification of United States Citizenship, Certification of Naturalization, Foreign Passport with unexpired endorsement by the Attorney General for work in the United States, or Resident Alien Registration Card containing current photograph and authorization for employment endorsement.

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Have you ever been convicted of any crime?     Yes     No

If yes, was this a conviction for a     Misdemeanor or a     Felony?

If yes, please attach a separate sheet explaining the conviction, and any court documents explaining the outcome and/or any documents supporting removal or expungement of the original conviction. Prior convictions do not necessarily disqualify employment/membership with the Pinewood Fire District.

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Do you have any friends or relatives that are currently employees or members of the Pinewood Fire District?     Yes     No

If yes, please list them and your relationship to them: \_\_\_\_\_

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Please list and explain any reasonable accommodations that would be required during your employment/membership with the Pinewood Fire District:

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**APPLICANT REFERENCES**

Please attach any letters of reference to this application

Professional References	
Name:	
Street Address:	
City, State, Zip:	Phone:
Previous Relationship (supervisor, etc.)	Company Name:
Name:	
Street Address:	
City, State, Zip:	Phone:
Previous Relationship (supervisor, etc.)	Company Name:

Personal References	
Name:	
Street Address:	
City, State, Zip:	Phone:
Relationship:	Years Acquainted:
Name:	
Street Address:	
City, State, Zip:	Phone:
Relationship:	Years Acquainted:



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**APPLICANT'S STATEMENT**

I hereby authorize investigation of all information and statements contained herein and specifically authorize the employers and references to give the representatives of the Pinewood Fire District any and all information concerning myself, and by doing so, release all persons, schools, companies, corporations, credit bureaus, government agencies, and medical personnel from any liability for any damage that may result from furnishing same to the Pinewood Fire District.

I further agree to submit to alcohol and/or drug screening tests if requested of me, at any time prior to or during my employment, including but not limited to polygraph examination, urinalysis testing, blood testing, hair sampling, and including random or unannounced testing, with or without reasonable suspicion.

In consideration for my employment and/or membership with the Pinewood Fire District, I agree to conform to all district policies, practices, standards, rules, regulations, and guidelines, which may be changed from time to time. I further agree that my employment and/or membership with the Pinewood Fire District, and the terms and benefits provided to me, is not intended to and does not constitute any contractual relationship, is for no definite period of time, and is terminable by myself or the district with or without notice or cause. No oral statement or representations made either before or during employment and/or membership can change this non-contractual and at-will relationship.

Furthermore, in consideration of my employment and/or membership, I understand and agree that there are other forms, statements, and provisions that have to be completed and agreed to, and those forms, statements and provisions are part of this application for employment and/or membership, and will be included within my employment/membership records.

By applying my signature to this application, I certify under penalty of law that the information provided anywhere in this application and within all attached documents is true, correct, and complete to the best of my knowledge and belief.

Applicant:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Accepted for the Pinewood Fire District By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**STATEMENT OF UNDERSTANDING**

In furtherance of, and in addition to the understandings stated on the employment/membership application, and if you wish to become employed or a member of the Pinewood Fire District, you will be asked to sign this Statement of Understanding.

1. I understand that my employment and/or membership with the Pinewood Fire District (hereinafter referred to as the District) does not constitute any contractual relationship and is terminable at any time by myself or the District for any reason, or without reason. I further understand that no supervisor has the authority to (and cannot) enter into any agreement for employment/membership. Written or oral; and no representations made either before or during employment/membership can change or modify this non-contractual policy.
2. The District utilizes basic common-sense rules, standards, guidelines and practices in its day-to-day work requirements and employment or memberships. Only some of these rules, standards guidelines and practices are in written form. However, both the written and unwritten standards of employment/membership and job performance are in effect. The rules, standards, guidelines and practices (often referred to as policies, regulations, and procedures) may be amended or rescinded from time to time at the discretion of the District. These policies regulations, and procedures do not constitute any contractual relationship.
3. District property and District premises include lockers, closets, or other receptacles for storing personal property. The District reserves the right to inspect or search all District property and premises in the event that grounds exist for such inspection or search, or on an unannounced or random basis. The grounds may include (but are not limited to), questions, suspensions, or investigation of theft or missing property (District or otherwise), or possession of alcoholic beverages or illicit drugs. I understand and agree that I am subject to the possibility of searches or inspections of my personal effects (lunch box, purse, luggage or bags, etc.) in the event that it is deemed necessary by the District. Periodic notices of random inspections may be given.
4. Drug/Alcohol Testing. In order to assure a drug-free work environment, the District prohibits the use, sale, transfer, being under the influence/or reporting to work after using or ingesting, illicit drugs. Alcohol is included within the meaning and prohibition of drugs. One method of insuring a drug-free workplace is to test applicants and employees/members, and therefore, successful passage of drug testing will be a condition for employment or membership and/or continued employment or membership.
5. Sexual Harassment. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (1) submission of such conduct is made a job requirement or causes changes in working terms or conditions, and/or (2) it has the effect and purpose of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive workplace. Sexual harassment will not be tolerated and will be grounds for immediate termination.

I have read this statement, and fully understand and agree with its content:

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Pinewood Fire District  
**Supplemental Application for Volunteer Membership**  
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DATE OF APPLICATION: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First M.I.

DESIRED POSITION:

VOLUNTEER:  FIREFIGHTER/EMT  EMS  RESERVE FIREFIGHTER/EMT

ADMINISTRATIVE AID  OTHER: \_\_\_\_\_

Are you at least 18 years of age?  Yes  No

Have you ever been a member of the Pinewood Fire District before?  Yes  No

If yes, what were your dates of membership? \_\_\_\_\_

What are your regular work hours? \_\_\_\_\_

Where is your current employment located? \_\_\_\_\_

Are you a Fire District resident?  Yes  No

What is your average drive time to district? \_\_\_\_\_

Do you have any extenuating circumstances that may prevent your emergency recall or response at any time of the day or night? \_\_\_\_\_

Have you had a recent NFPA compliant physical evaluation?  Yes  No  N/A

If yes, please list the date and location: \_\_\_\_\_

Have you had a recent (within the past 12 months) Candidate Physical Abilities Test (CPAT)?  Yes  No  N/A

If yes, please attach the CPAT certificate

