



City Hall  
555 Israel Road SW  
Tumwater, WA 98501-6515  
Phone: 360-754-5855  
Fax: 360-754-4126

**RE: TUMWATER VOLUNTEER FIREFIGHTER**

Dear Applicant:

Thank you for your interest in serving your community as a volunteer firefighter. The requirements for this position are as follows:

1. Live or work within the City of Tumwater;
2. Home or cellular telephone;
3. Eighteen (18) years of age;
4. High school graduate or equivalent;
5. Full time job, or full time student; and
6. Current driver's license

Attached please find:

- 1) City Application for Employment
- 2) Supplemental Questionnaire
- 3) Authorization for Background Investigation

Please complete these forms and submit them along with your Abstract of Driving Record. Because driving City vehicles may be a part of your job, you are required to obtain an Abstract of Driving Record (ADR) and provide it at the time you turn in your completed application. You may request a copy of your 5-year driving record from the Department of Licensing (nearest offices listed below). The cost is \$10.00. You will need to request this information in person and they will print it out for you while you wait.

The nearest licensing offices are:

- 1125 Washington Street, First Floor (Highway/Licensing Building)
- 645 Woodland Square Loop SE, Lacey (Turn at First Community Bank off College Street)

You may submit your completed application at the Headquarters Fire Station at 311 Israel Road SW between 8:00am and 5:00pm, or you may mail it to the Tumwater Fire Department at 555 Israel Road SW, Tumwater WA 98501.

Thank you for your interest in becoming a volunteer with the City of Tumwater Fire Department. If you have any questions regarding the application process, please feel free to call me at 754-4170.

Sincerely,

DENNY PEACE  
Secretary

Attachments



**APPLICATION  
FOR EMPLOYMENT**  
 Administrative Services Department  
 Tumwater City Hall  
 555 Israel Road SW  
 Tumwater, WA 98501  
 360-754-4122  
<http://www.ci.tumwater.wa.us>

**DO NOT WRITE IN THIS SPACE**

**In compliance with federal and state laws and equal employment opportunity guidelines, applicants are considered for employment on the basis of qualifications and demonstrated abilities without regard to race, religion, creed, color, national origin, sex, disability, sexual orientation, or age.**

- PLEASE PRINT OR TYPE.** Answer each question completely. A resume may be attached for information, but should not take the place of the completed application form. Notify the human resources office immediately of any change in your telephone number or address. If you feel you will need assistance or accommodation to participate in the selection process, you must notify the human resources office in advance.
- Applications will be screened and interviews set up by the human resources office. Persons selected for interviews will be called or otherwise notified. Formal notification will be sent to unsuccessful applicants.

**POSITION APPLIED FOR:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **SOCIAL SECURITY #:** \_\_\_\_\_  
Last First Middle (Optional before hire)

**ADDRESS:** \_\_\_\_\_  
Street City State ZIP

**HOME OR MESSAGE TELEPHONE:** \_\_\_\_\_ **BUSINESS TELEPHONE** \_\_\_\_\_

Are you legally eligible for employment in the USA? Yes  No  (If yes, verification will be required.)

Are you of the legal age to work? Yes  No

**RECORD OF EDUCATION**

Circle highest grade completed: 8 9 10 11 12 GED 13 14 15 16 17 18 18+

TYPE OF SCHOOL	SCHOOL AND LOCATION	COURSE OF STUDY	DEGREE
HIGH SCHOOL OR GED			
BUSINESS OR TECHNICAL			
UNDERGRADUATE STUDIES			
GRADUATE STUDIES			
OTHER COURSES AND TRAINING			

LIST ANY SPECIAL LICENSES OR CERTIFICATES YOU HOLD WHICH ARE NECESSARY, USEFUL OR REQUIRED IN THIS POSITION. GIVE KIND OF LICENSE, ISSUING STATE AND EXPIRATION DATE.

Have you been convicted of a misdemeanor or felony within the last 10 years that would tend to have a direct bearing on this position? Yes  No  If yes, please explain: \_\_\_\_\_

Have you received any traffic citations in the last 7 years? Yes  No  If yes, please explain: \_\_\_\_\_

**NOTE:** A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job. Traffic citations may have bearing on your insurability with the City's insurance carrier.

**How did you learn of position opening?** Please identify source:

\_\_\_\_\_  
 Newspaper (Name) Magazine/Journal (Name) Job Posting (Where Seen) Friend or other

**LIST BELOW PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT**

Be sure to include any non-paid experience which is related to the job for which you are applying. If additional space is required, attach a separate sheet.

Title of position	From		To		Weekly Starting Salary	Weekly Last Salary	Hrs. per week	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Name and Address of Company and Type of Business									
	Describe the work you did:								
Telephone									

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	Mo.	Yr.	Mo.	Yr.					
Name and Address of Company and Type of Business									
	Describe the work you did:								
Telephone									

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Name and Address of Company and Type of Business									
	Describe the work you did:								
Telephone									

Title of position	From		To		Weekly Starting Salary	Weekly Last Salary	Hrs. per week	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Name and Address of Company and Type of Business									
	Describe the work you did:								
Telephone									

**MILITARY SERVICE RECORD**

Were you in the US Armed Forces? Yes  No  If yes, what branch: \_\_\_\_\_  
 What was your occupational specialty? \_\_\_\_\_

**I understand that misrepresentation in any of my answers or statements will result in cancellation of my application, or, if employed, will be cause for dismissal.**

**I authorize all previous employers to furnish the City of Tumwater my record, reason for leaving and all information they may have concerning me and I hereby release them and the City of Tumwater from all liability or any damage whatsoever arising therefrom. I authorize investigation of all statements in this application.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The City of Tumwater is a smoke-free/drug-free work environment*

## **SUPPLEMENTAL QUESTIONNAIRE**

*PLEASE ANSWER THE FOLLOWING QUESTIONS,  
USING THE BACK OF THIS SHEET IF MORE  
ROOM IS NEEDED.*

1. Describe any first aid or firefighting experience or training you have had.

2. Why do you want to be a volunteer firefighter?

## Notification and Authorization for Background Investigation Disclosure Statement

In compliance with RCW 43.43.830-838, each person who has been offered a position as a volunteer or employee, and in which position the person may have unsupervised access to children under sixteen years of age, to be developmentally disabled persons, or to vulnerable adults, are required to disclose the following information:

1.	<p>Have you ever been convicted of any crime against children or other persons*?</p> <p><i>* Crimes against children or other persons means a conviction of any of the following offenses: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree assault of a child; first, second, or third degree rape; first, second, or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; endangerment with a controlled substance; child abuse or neglect as defined in RCW <u>26.44.020</u>; first or second degree custodial interference; first or second degree custodial sexual misconduct; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; criminal abandonment; or any of these crimes as they may be renamed in the future.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Have you been convicted of crimes relating to financial exploitation where the victim was a vulnerable adult*?</p> <p><i>* Crimes relating to financial exploitation means a conviction for first, second, or third degree extortion; first, second, or third degree theft; first or second degree robbery; forgery; or any of these crimes as they may be renamed in the future.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<p>Have you been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	<p>Have you been found by a court in a domestic relations proceeding under Title 26 RCW, to have sexually abused or exploited any minor or to have physically abused any minor?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	<p>Have you been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person, or to have abused or financially exploited a vulnerable adult?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	<p>Have you been found by a court in a protection proceeding under Chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	<p>Have you been convicted of crimes related to drugs as defined in RCW 43.43.830**?</p> <p><i>** Crimes relating to drugs mean a conviction of or crime to manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

If the answer is Yes to any of the previous questions, please describe the location, date and facts of the conviction and make reference to the question being answered:


The City of Tumwater shall make an inquiry to the Tumwater Police Department regarding an applicant's/volunteer's conviction record, disciplinary board final decision, or civil adjudication record. Applicants/volunteers will be notified of the response within ten working days of receipt of this information by the City of Tumwater. A copy of the response will be made available to the applicant/volunteer, upon request by the applicant/volunteer. The results of this inquiry are valid two years from issuance.

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**APPLICANT/VOLUNTEER OF INQUIRY (TO BE COMPLETED BY APPLICANT/VOLUNTEER)**

I acknowledge that I have read the entire Notification and Authorization for Background Investigation Disclosure Statement, that I understand the requirements, and I grant permission to the City of Tumwater to make an inquiry to the Tumwater Police Department under the provisions of this law. Pursuant to RCW 9A.72.085, I certify that under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

\_\_\_\_\_  
**Applicant/Volunteer's Signature**

\_\_\_\_\_  
**Date**

**PLEASE PRINT THE REMAINING INFORMATION:**

Applicant's/Volunteer's Name: \_\_\_\_\_  
Last First Middle

Alias/Maiden Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Month/Day/Year

Sex: Male  Female  Driver's License Number/State \_\_\_\_\_ / \_\_\_\_\_

Race: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Height: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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**FOR CITY OF TUMWATER USE ONLY:**