



Resident
or
Volunteer
Firefighter
Application

Firefighter Hiring Process Disqualifiers

Missoula Rural Fire District

Any of the following may disqualify an applicant from further consideration during any stage of the hiring process, and in addition, may constitute grounds for termination of employment during the probationary period.

1. Having a conviction for, or being under indictment for, or currently charged with any felony offense;
2. Having a conviction for any offense constituting a felony under federal law;
3. Having a conviction for driving under the influence of alcohol or drugs within three (3) years preceding the date of application, or having a history of 3 or more convictions for driving under the influence of alcohol or drugs in the past 10 years;
4. Currently being on probation for any felony offense;
5. Having a conviction for or being under indictment for sex offenses, including indecent exposure;
6. Having a conviction for assault upon any person, Partner or Family Member Assault, or offenses constituting domestic abuse or assault under any law.
7. Having a conviction for illegal use of marijuana within one year preceding the date of application;
8. Having a conviction for illegal use of any controlled substance or dangerous drug other than marijuana within three years preceding the date of application;
9. Having any other conviction involving dangerous drugs, including but not limited to criminal possession, criminal distribution, criminal possession with intent to distribute, and fraudulently obtaining dangerous drugs.
10. Furnishing any controlled substance or dangerous drug to another;
11. Having a history of convictions for traffic violations involving negligence or recklessness. A person is deemed to have a history of convictions within the meaning of this paragraph when any one or more of the following are true:
 - a. During the three-year period immediately preceding the date of application, the person has been convicted of more than two moving violations;
 - b. During the three-year period immediately preceding the date of application, the person's driver's license has been suspended for driving under the influence of drugs or alcohol or for any other reason which Missoula Rural Fire District, in its sole discretion, determines is indicative of poor driving behavior or habits; or
 - c. During the three-year period immediately preceding the date of application, a person has had two or more collisions involving at least one motor-powered vehicle, whether or not citations were issued.
12. Being a member of any organization which advocates or advocated for the overthrow of a United States governmental agency by force or violence;
13. Whether orally or in writing, purposely or knowingly making false statements, falsely swearing to statements, or falsifying testimony in any official matter;
14. Whether orally or in writing, purposely or knowingly making any false statement or misrepresentation by affirmative statement or omission regarding any information set forth or provided in any document listed on the Employment Application Checklist, background investigation form, or in any other aspect of the hiring process; and
15. Failing to cooperate fully with Missoula Rural Fire District personnel involved in the hiring process, failing to provide additional information as requested, and failing to submit information updates/changes on or prior to stated deadlines.

For the purpose of the disqualifiers set forth in this document, a person has been convicted of an offense when the person has been found guilty of the offense, either by judge or by jury, in a court of competent jurisdiction, when the person entered a guilty plea or other plea, whereby the person did not challenge or contest the charges levied against him or her, such as an Alford plea or *nolo contendere*, or when any of the following situations are true:

- a. The person has served his or her sentence and has been discharged from probation;
- b. The person is granted a deferred imposition of sentence; and
- c. The person is found guilty of the offense and is thereafter pardoned, even if the pardon is expressly granted for subsequent proof of innocence.

A prior conviction, taken alone, will not necessarily disqualify the applicant.

The foregoing Disqualifiers shall be interpreted and construed at the sole discretion of the Missoula Rural Fire District Fire Chief or his or her designee(s) and said interpretation and construction shall be binding.

I have read and understand the contents of the Missoula Rural Fire District's **Firefighter Hiring Process Disqualifiers** form.

Applicant's Printed Name

Date

Applicant's Signature

Employment Application

Missoula Rural Fire District

2521 South Ave. W.

Missoula, Montana 59804

We welcome you as a Firefighter applicant. Your application will be considered with others in competition for the position in which you are interested. Missoula Rural Fire District is an equal opportunity employer and does not discriminate on the basis of race, creed, color, religion, national origin, political ideas, disability, veteran status, genetics, marital status, sex, citizenship, or age when the reasonable demands of the position do not require any distinctions on any of the foregoing. This policy applies to all phases of full, part-time, temporary, and seasonal employment. All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by Missoula Rural Fire District. Please furnish us with complete information as outlined in this application. Please print in ink or type.

TODAY'S DATE:		
LAST NAME	FIRST NAME	MIDDLE INITIAL
HAVE YOU EVER WORKED OR ATTENDED SCHOOL UNDER ANY OTHER NAME(S)? IF YES, PLEASE PROVIDE THOSE NAMES:		
E-MAIL ADDRESS (PLEASE PRINT CLEARLY)		
MAILING ADDRESS	CITY, STATE	ZIP
HOME / CELL TELEPHONE NO.	WORK TELEPHONE NO.	
DO YOU HAVE A CURRENT COMMERCIAL DRIVER'S LICENSE? _____ Yes _____ No IF YES, PROVIDE THE LICENSE NUMBER: LIST ALL OTHER STATES WHERE YOU HAVE HELD A DRIVER'S LICENSE: LIST ALL OTHER STATES WHERE YOU HAVE HELD A COMMERCIAL DRIVER'S LICENSE:		
NAMES OF RELATIVES EMPLOYED BY MRFD DATE AVAILABLE FOR EMPLOYMENT		
IF HIRED, CAN YOU FURNISH PROOF YOU ARE ELIGIBLE TO WORK IN THE UNITED STATES? _____ Yes _____ No		
ARE YOU 18 YEARS OF AGE OR OLDER? _____ Yes _____ No (If you are hired, you may be required to submit proof of your age)		
HAVE YOU EVER BEEN FIRED FROM A JOB? _____ Yes _____ No IF YES, PLEASE EXPLAIN. ATTACH EXTRA PAGES IF NECESSARY. HAVE YOU EVER BEEN ASKED TO RESIGN FROM A JOB? _____ Yes _____ No IF YES, PLEASE EXPLAIN. ATTACH EXTRA PAGES IF NECESSARY.		

HAVE YOU EVER BEEN CONVICTED OF ANY VIOLATION OF LAW EXCEPT A MINOR TRAFFIC VIOLATION?

____ Yes ____ No

(A "YES" answer does not automatically disqualify you from employment, since the nature of the offense (date) and job for which you are applying is also considered.) IF YES, PROVIDE DETAILS:

HAVE YOU HAD YOUR DRIVER'S LICENSE SUSPENDED OR REVOKED IN THE PAST THREE YEARS?

____ Yes ____ No

IF YES, PROVIDE DETAILS:

PLEASE PROVIDE **NAME, ADDRESS, AND PHONE NUMBER** OF 3 REFERENCES THAT ARE NOT RELATIVES OR FORMER EMPLOYERS:

1.

2.

3.

EDUCATION

DATE OF STATE OF MONTANA- BOARD OF MEDICAL EXAMINERS EMS LICENSE: ____/____/____

CIRCLE HIGHEST GRADE COMPLETED:																		
GRADE SCHOOL		HIGH SCHOOL		COLLEGE	POST GRADUATE													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	1	2	MS/MS PHD
NAME/ADDRESS OF LAST HIGH SCHOOL												DID YOU GRADUATE?		HAVE YOU PASSED GED TEST?				
												YES NO		YES NO				
TYPE OF SCHOOL		NAME/ADDRESS										DEGREE		MAJOR		MINOR		
TECHNICAL																		
COLLEGE/UNIV																		
GRADUATE																		

INSTRUCTIONS: List employers, beginning with your present and most recent employment. It is important to be complete. Any applicant rejected solely on the basis of references shall be allowed the opportunity for rebuttal. You are encouraged to submit a personal resume in addition to this application.

EMPLOYMENT HISTORY

EMPLOYER:	EMPLOYMENT DATES:
ADDRESS:	LAST SALARY:
	FULL TIME/PART TIME:
TELEPHONE:	REASON FOR LEAVING:
SUPERVISOR:	
JOB TITLE AND DUTIES PERFORMED:	

EMPLOYER:	EMPLOYMENT DATES:
ADDRESS:	LAST SALARY:
	FULL TIME/PART TIME:
TELEPHONE:	REASON FOR LEAVING:
SUPERVISOR:	
JOB TITLE AND DUTIES PERFORMED:	

EMPLOYER:	EMPLOYMENT DATES:
ADDRESS:	LAST SALARY:
	FULL TIME/PART TIME:
TELEPHONE:	REASON FOR LEAVING:
SUPERVISOR:	
JOB TITLE AND DUTIES PERFORMED:	

UNSALARIED EXPERIENCE

VOLUNTEER ORGANIZATION:	POSITION HELD:
ADDRESS:	DATES OF PARTICIPATION:
	HOURS PER WEEK:
TELEPHONE:	SKILLS LEARNED:
SUPERVISOR:	
JOB TITLE AND DUTIES PERFORMED:	

OTHER SKILLS OR EXPERIENCE

OTHER SKILLS OR EXPERIENCE WHICH RELATES TO THIS POSITION:
--

Are you claiming veteran's preference for this position? ☐ Yes ☐ No
Do you require any accommodations for this position? ☐ Yes ☐ No

This application for employment will remain active for a limited time. Ask the organization representative for details.

EMPLOYMENT APPLICATION AFFIDAVIT - PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application, as well as in all documents submitted to Missoula Rural Fire District in making application for employment, is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal from employment if discovered after I am hired.

Initial Here _____

I authorize the investigation of any or all statements contained in this application and any other documents submitted in making application for employment. I also authorize any person, school, current employer, past employers, and organizations, whether listed or not, to provide relevant information and opinions that may be useful in making a hiring decision.

Initial Here _____

I release all persons and organizations from all liability for providing information pursuant to any background checks and investigations, as well as for any inquiry for a consumer report, and I waive any and all actions against Missoula Rural Fire District, any person, school, current employer, past employers, and organizations, whether listed or not, based on any statements made or references given during the investigation.

Initial Here _____

I understand that if Missoula Rural Fire District extends an offer of employment to me, it may be conditioned upon my successfully passing a complete pre-employment physical examination.

Initial Here _____

I understand I may be required to successfully pass drug screening examinations as a condition of employment. I hereby consent to a pre-employment drug screen and/or a post-employment drug screen as a condition of employment.

Initial Here _____

I understand I also may be required to successfully pass medical examinations and background checks, including a credit check, consumer report, and investigative consumer report, driving record checks, criminal background check, and verification of educational credentials as conditions of employment.

Initial Here _____

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT, AND NEITHER DOES IT GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME.

Initial Here _____

I have read and understand all the foregoing statements, and by my signature, I represent that each of the foregoing statements is true and consent to be bound legally by these statements.

Signature: _____ Date: _____

STATE OF _____)
) : ss.
COUNTY OF _____)

SUBSCRIBED AND SWORN TO ME on this ____ day of _____, 20____, when before me, notary public for the State of _____, personally appeared _____, known to me to be the person whose name is subscribed to the within instrument, and acknowledged to me that he/she executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year first above written.

SEAL

Signature of Notarial Officer _____
Printed Name of Notarial Officer _____
Residing at _____
My Commission Expires: _____

CONSENT FOR MISSOULA RURAL FIRE DISTRICT TO OBTAIN AN INVESTIGATIVE CONSUMER REPORT

I consent to the District obtaining an investigative consumer report from a consumer reporting agency. I understand that the investigative consumer report may include information as to my character, reputation, personal characteristics, and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I release all persons and organizations from all liability for providing information pursuant to this investigation and inquiry for an investigative consumer report, and I waive any and all actions against the Missoula Rural Fire District, any person, school, current employer, past employers, and organizations, whether listed or not, based on any statements made or references given during the investigation.

I have read and understand all the foregoing statements.

Signature: _____ Date: _____

STATE OF _____)
) : ss.
COUNTY OF _____)

SUBSCRIBED AND SWORN TO ME on this ____ day of _____, 20____, when before me, notary public for the State of _____, personally appeared _____, known to me to be the person whose name is subscribed to the within instrument, and acknowledged to me that he/she executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year first above written.

SEAL

Signature of Notarial Officer

Printed Name of Notarial Officer

Residing at _____

My Commission Expires: _____

**BACKGROUND CHECKS POLICY ACKNOWLEDGMENT AND CONSENT TO CONDUCT BACKGROUND CHECKS
PRIOR TO EMPLOYMENT AND DURING THE COURSE OF EMPLOYMENT**

The position an individual applies for and the information he/she gives during the interview process will determine what contingencies may apply to an offer of employment. All employees applying for any position with Missoula Rural Fire District will be subject to reference checks with former employers and/or managers. Copies of any written material provided to Missoula Rural Fire District during the course of a reference check will be provided to the applicant pursuant to the applicant's written request. The application materials of any applicant not selected shall be maintained only for a limited time.

Individuals' claims to have certain educational credentials, either in writing or in an interview, are subject to verification.

Initial Here _____

Positions that have responsibility for initiating or affecting financial transactions will require a criminal background check and a credit check of any individual offered such a position. These responsibilities could include, among other things, collecting or handling cash or checks, writing checks or approving them, access to a direct money stream or as a fiduciary to the organization.

Initial Here _____

Any potential employee who will be driving a company vehicle or driving a personal vehicle on company business more than 5,000 miles each year will be subject to an inspection of his/her Motor Vehicle Record annually.

Initial Here _____

Depending upon the job requirements, some employees may have to comply with the Department of Transportation requirements for a Commercial Driver's License.

Initial Here _____

For positions that require employees to enter the homes of patients/clients/customers, the employee will be subject to a criminal background check.

Initial Here _____

Only individuals that are authorized to do so may initiate or receive criminal background information.

Information gained from any of the above background checks will be held in confidence and shared with management individuals that are authorized only on a need-to-know basis.

A criminal record is not an automatic ban to employment with the Missoula Rural Fire District.

Any offer of employment made to any applicant shall be contingent upon the results of any drug tests, medical examinations, and other background checks which Missoula Rural Fire District determines, in its sole discretion, are necessary for applicants for jobs in a particular job category.

Initial Here _____

I have read the foregoing policy, and I understand it. I consent to the Missoula Rural Fire District conducting any of the foregoing background checks which it deems, in its sole discretion, are necessary and appropriate to the job for which I am applying.

Applicant's Signature

Date

Applicant's Printed Name

NONCRIMINAL JUSTICE APPLICANT'S RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification⁸ by Missoula Rural Fire District that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.⁹

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.¹⁰

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

If a change, correction, or update needs to be made to a Montana criminal history record, or if you need additional information or assistance, please contact Montana Criminal Records and Identification Services at dojitsdpublicrecords@mt.gov or 406-444-3625.

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency for non-criminal justice purposes.

Signed:

Name

Date

⁸ Written notification includes electronic notification, but excludes oral notification.

⁹ See 28 CFR 50.12(b).

¹⁰ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).



In accordance with federal law regarding notices and disclosures, MT Dept of Justice requires the entity to which you are applying to work or volunteer to use this form.

Form number: APPR&R 20120611

Form number: DOJ-NCPA/VCA20120611



MISSOULA RURAL FIRE DISTRICT

2521 South Avenue West • Missoula, Montana 59804

(406) 549-6172 • FAX (406) 549-6023

www.mrfdfire.org

AUTHORIZATION TO RELEASE INFORMATION

To:

I am an applicant for a firefighter position with Missoula Rural Fire District. In this connection, I hereby authorize you to release any and all information which you may have concerning me, including information of a confidential or privileged nature. A copy of any written material you provide to the District shall be given to me upon my written request.

I hereby release Missoula Rural Fire District and any organization, company, institution, or person furnishing information to Missoula Rural Fire District or its representatives, as authorized above, from any liability and damages which may result from your furnishing to the Missoula Rural Fire District with the information requested.

A copy of this Authorization is considered to be as valid as the original.

Date: _____, 20____

Applicant's Signature

Print Applicant's Full Name: _____

Present Address: _____

CONFIDENTIAL EEO FILE INFORMATION

MISSOULA RURAL FIRE DISTRICT
EQUAL OPPORTUNITY EMPLOYER

It is the policy of this organization to provide equal employment opportunity to all qualified applicants for employment without regard to race, creed, color, religion, national origin, political ideas, marital status, sex, age, genetics, veteran status or disability. Various agencies of the government require employers to invite applicants to identify themselves as indicated below.

COMPLETION OF THIS FORM IS VOLUNTARY AND IN NO WAY AFFECTS THE DECISION REGARDING YOUR APPLICATION FOR EMPLOYMENT. THIS FORM IS CONFIDENTIAL AND WILL BE MAINTAINED SEPARATELY FROM YOUR APPLICATION FORM.

What prompted you to apply for this position? (check one)

☐ Newspaper Ad ☐ Friend ☐ Employment Office
☐ Vo Tech Center ☐ Indian Center ☐ Other

Sex: ☐ Male Marital Status ☐ Single Birth Date: _____
 ☐ Female ☐ Married

Ethnic Background ☐ Black ☐ Alaskan Native ☐ White
 ☐ Asian American ☐ Native American ☐ Hispanic

Are you a citizen of the United States? ☐ Yes ☐ No

If not, have you filed a declaration of intent? ☐ Yes ☐ No

Are you a legal resident of Missoula County? ☐ Yes ☐ No

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, state the nature of the crime: _____

When committed (Year) _____ When released (year) _____

Do you have any disabilities that would affect your job performance? ☐ Yes ☐ No

If yes, please explain: _____

Did you receive Workers' Compensation? ☐ Yes ☐ No

Are you a veteran? ☐ Yes ☐ No

Service dates: From _____ To _____

Are you disabled or handicapped? ☐ Yes ☐ No

This Space for Missoula Rural Fire District

Interviewed: ☐ Hired ☐ Not Hired

Reason _____

Not Interviewed _____

Reason _____

APPLICATION AND NOTICE PURSUANT TO THE NATIONAL CHILD PROTECTION ACT OF 1993
AS AMENDED BY THE VOLUNTEERS FOR CHILDREN ACT

(This document consists of two pages)

To _____:

You have applied for employment with, will be working in a volunteer position with, or will be providing vendor or contractor services to Missoula Rural Fire District for the position of Volunteer Fire Fighter.

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act(VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

Pursuant to the VCA, the entity (a) to which you have applied for employment or to serve as a volunteer, (b) by which you are employed or serve as a volunteer, or (c) which requests a background check. Your rights and responsibilities under the VCA are as follows:

1. Provide a set of fingerprints. These fingerprints will be used to conduct a search of FBI criminal history records. The entity conducting this background check may use the resulting record only for the authorized purpose(s) and will not retain or disseminate it in violation of federal statute, regulation, or executive order, or rule, procedure, or standard established by the National Crime Prevention and Privacy Compact Council. 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).
2. Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C. §1028(D)(2).
3. Provide a certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
4. You are entitled to (a) obtain a copy of the background check report and (b) challenge the accuracy and completeness of any information contained in any such report and obtain a prompt determination as to the validity of such challenge before a final determination is made by the state government agency performing the background check. If agency policy permits, its officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If the entity policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks> or by contacting Montana Criminal Records and Identification Services at PO Box 201403, Helena MT 59620. 28 CFR, 16.30 through 16.34.
5. Prior to the completion of the background check, the entity may choose to deny you unsupervised access to a person to whom the entity provides care.



In accordance with federal law regarding notices and disclosures, MT Dept of Justice requires the entity to which you are applying to work or volunteer to use this form.

Form number: DOJ-NCPA/VCA20120611

The entity shall access and review State and Federal criminal history records and shall make reasonable efforts to make a determination whether you have been convicted of, or are under pending indictment for, a crime that bears upon your fitness and shall convey that determination to the qualified entity. The entity shall make reasonable efforts to respond to the inquiry within 15 business days.

Your Name: _____
First Middle Maiden Last

Date of Birth: _____

Address: _____
Street Apt.

City State Zip

☐ I have been convicted of, or am under pending indictment for, the following crimes [include the dates, location/jurisdiction, circumstances and outcome]:

☐ I have not been convicted of, nor am I under pending indictment for, any crimes.

Your signature below acknowledges this entity has informed you of your privacy rights for fingerprint-based background check requests used by the entity for non-criminal justice purposes.

I have been provided with a copy of this form. I have read and understood the foregoing and my certification is true and correct to the best of my knowledge and belief.

Date

Signature of Applicant



In accordance with federal law regarding notices and disclosures, MT Dept of Justice requires the entity to which you are applying to work or volunteer to use this form.

Form number: DOJ-NCPA/VCA20120611