

# EMPLOYMENT APPLICATION CHECKLIST

Missoula Rural Fire District (MRFD)

**DUE DATE: 5/21/24**

## Required Forms:

- Cover Letter and Resume
- Signed "Firefighter Hiring Process Disqualifiers" form
- MRFD Firefighter Application form
- Signed Employment Application Affidavit
- Signed "Consent for MRFD to Obtain an Investigative Consumer Report"
- Signed Consent to Conduct Background Checks
- Signed Noncriminal Justice Applicant's Rights
- Copy – Certificate of Completion for Candidate Physical Ability Test (CPAT)  
(passed within the previous 12-months of application due date  
or ability to pass within 3 months of hire)
- Copy – Current Driver's License
- Copy – Current State of Montana- Board of Medical Examiners EMT License

## Non-Montana Residents -- Additional Requirements:

- Copy – Current National Registry EMT Certification, or current out-of-state EMT License

## Voluntary Forms:

- Confidential EEO File Information
- Letters of Recommendation
- Copy – Degrees or Certificates related to listed education or training
- Copy – DD 214 form, if claiming Veteran's preference

## Montana Residents -- Additional Voluntary Forms:

- Copy – Current National EMT Certification
- Copy – Current out-of-state EMT License

## Reference Form:

- You will be asked to complete the "Authorization to Release Information" form at the time of your interview.

## RETURN APPLICATIONS TO:

Originals by mail: Missoula Rural Fire District      Must be received by 12pm on 5/21/24  
2521 South Ave W  
Missoula, MT 59804

OR

Scanned copies by e-mail: [mschnee@mrfdfire.org](mailto:mschnee@mrfdfire.org) Must be received by 12pm on 5/21/24

No electronic signatures will be accepted. If emailed, originals are required upon hire.

***Late or incomplete application packets will not be considered.***