



Application Packet

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 currently charged with any felony offense or a misdemeanor theft or theft-related offenses.
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 five (5) years preceding the date of application, or for having a history of 2 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 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 any controlled substance or dangerous drug including marijuana within five (5) years preceding the date of application.
8. 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.
9. Furnishing any controlled substance or dangerous drug to another.
10. 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.
11. Being a member of any organization, which advocates or advocated for the overthrow of a United States governmental agency by force or violence.
12. Whether orally or in writing, purposely or knowingly making false statements, falsely swearing to statements, or falsifying testimony in any official matter.
13. 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.

14. 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 **Hiring Process Disqualifiers** form.

Applicant's Signature

Date

Applicant's Printed Name

HAVE YOU EVER BEEN CONVICTED OF ANY VIOLATION OF LAW AS STATED IN DISQUALIFIERS ABOVE?

____ 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 FIVE 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

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 MA/MS PHD

NAME/ADDRESS OF LAST HIGH SCHOOL		DID YOU GRADUATE?		HAVE YOU PASSED GED TEST?		
		YES	NO	YES	NO	N/A
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:
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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.

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.

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.

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.

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.

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.

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. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

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.

Applicant's Signature

Date

Applicant's Printed Name

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.

Applicant's Signature

Date

Applicant's Printed Name

**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.

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

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.

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.

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

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

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.

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.

Applicant's Signature

Date

Applicant's Printed Name

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

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 _____



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 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: _____

S.S.N: _____

EMPLOYMENT APPLICATION CHECKLIST

Missoula Rural Fire District (MRFD)

Required Forms:

- Cover Letter and Resume
- Signed "Hiring Process Disqualifiers" form
- MRFD 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 – Current Driver's 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

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
2521 South Ave W
Missoula, MT 59804

OR

Scanned copies by e-mail: mschnee@mrfdfire.org

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

Late or incomplete application packets will not be considered.