# Marin County Fire Department Seasonal Firefighter Recruitment

Thank you for your interest in becoming a Seasonal Firefighter for the Marin County Fire Department. The following are important dates you will need to consider. Applicants must be able to commit to the dates listed throughout the hiring process. Dates are subject to change to support operational readiness and fire season demands.

Opens: January 30, 2017 @ 08:00

Closes: February 20, 2017 @ 17:00

Applications and supporting documents must be submitted by delivery or in person to be received by and no later than 17:00 on February 20, 2017 (postmark does not count).

Via US Mail:	P.O. Box 518
	Woodacre, CA 94973

Hand Delivered: 33 Castle Rock Avenue Woodacre, CA 94973

# Interviews Friday, March 3, 2017

Medical Exam for Pre-hire Requirements Mid-April 2017

Training Begins (Tentative) June 4, 2017

Dependent on fire danger levels and operational need (Approximately three 40-hr weeks)

And any of the following that you may have: FF1 Cert (or Academy Cert), S-190, S-130, EMT, CPR, 1<sup>st</sup> Responder, Confined Space, and/or HazMat

> Inquiries: Kellie Sullivan 415-473-2731 ksullivan@marincounty.org



First



## **Marin County Employment Application**

MARIN CO PO Box 518	Y FI	RE	DEP	ART	ME	NT							• •	473-6717 473-2969	
Woodacre,	9497	73													
Last															

Thank you for considering Marin County for employment. We appreciate that you have taken the time and effort to submit an application. Working for Marin County is both exciting and challenging. Regardless of your specific employment interest, you will provide public service to a local community that is active, diverse and expects high quality service. The attached application is the initial step in the selection process. Before completing the application, please read these instructions and the Job Announcement to ensure you submit all the information necessary for the County to evaluate your application. Applications must be received at the Marin County Fire Department Headquarters no later than 5:00 PM on the application deadline date shown on the job announcement. Postmarks are not accepted. Submitting a complete, correct and legible application ensures that you will be given full credit for your education and experience.

Make copies of any additional materials you wish to keep before you submit your application. Submitted application materials will not be returned. Resumes are not accepted in lieu of the standard employment application.

I am applying for the following Seasonal position(s) with the Marin County Fire Department (Select all that you would like to be considered to fill):

\_\_\_\_\_ Firefighter, engine

\_\_\_\_\_ Firefighter, fire crew

\_\_\_\_\_ Firefighter, prevention

\_\_\_\_\_ Dispatch clerk

ΜI



# AFFIRMATIVE ACTION QUESTIONNAIRE

Section 1233 of the State of California Government Code provides that applicants for employment by, and incumbent employees of, public agencies may be solicited to voluntarily declare their ethnic identification, provided this information shall be for research and statistical purposes only.

The County of Marin will provide reasonable accommodation to applicants with disabilities in the examination process where appropriate. Applicants requiring reasonable accommodation for any part of the application or hiring process should contact the Employment Office by calling (415) 499-6104 or TTY (415) 473-5780 at least 72 hours in advance.

Please complete this section. It will be detached and kept separate and confidential. It will not be used in any way to make employment decisions.

<u>Sex</u> :	O Male	O Female
Is your age 40 or over?	⊖ Yes	⊖ No
Are you a person with a disability?	⊖ Yes	O No
Will you require accommodation for testing?	⊖ Yes	⊖ No
Ethnic Category (check only one):	○ White	
	O Black	
	O Hispanic	
	O Asian or Pa	acific Islander

O American Indian or Alaskan Native

Indicate specific source from which you learned about the position:

- O Marin County Human Resources Department
- Marin County 24-Hour Jobline
- Marin Independent Journal
- $\bigcirc$  Jobs Available
- Employee Referral
- O Marin County Website
- O Santa Rosa Press Democrat
- San Francisco Chronicle
- O Job Fair
- O Vallejo Times Herald
- Other Magazine
- Other Newspaper
- Other Source

If you learned about this job from "Other" or from a school, government agency, publication, newspaper or other webpage, please provide the name or details below:



Marin County Fire Department 33 Castle Rock, PO Box 518 Woodacre, CA 94973 An AA/EEO Employer Phone: (415) 473-2731 FAX: (415) 473-2969

# **EMPLOYMENT APPLICATION**

Last Name																											
First Name																				]					ſ	ЛІ	
Mailing Add	lress (p	lease	e inclu	de apa	artme	ent nu	umb	er)						<u> </u>													L
City		_	LL														_										
State	z	р					] - [																				
Area	Marin					Nort	h B	ay			) Sa								ast								
0	All Ot	ner (	Califo	ornia	Area	as				С	Ou	itsid	le C	alifo	ornia	à		O S	outh	ו Ba	ay						
Home Phone	e			_					_	Cell	Pho	ne	_	_			-						E	xt.			
	[			-													-										
OK to leav	e mes	sage	? 0	Yes	O No	D				OK	to le	eave	e me	ssa	ge?	ΟY	es (		)								
E-Mail Ad (zero); "I"																											
TYPE OF E			-	IECK	AT L				-																		
O Regula								-	r, Pa							Hire	•	•			~ '						
Are you c				•					-		•				•	oyee No			es s, ple		O I e si	-	fv:				
Are there a	any Co	unty c	aepart	ments	whe	re yo	ou ac	NO	I wai	nt to	work	7 C		5	0	INU			о, р.		r						
NOW AUT In complia Chapter o	nce wit	hac	ourt is									your	nam		the No		Cou	inty									
ļ					FC	DR I	HU	MAI	N RE	ESO	URO	CES	s Us	SE C	DNL	Y											
Accept	R	eiect	ΠE	duc	□ E:	xpr		ic		c	🗆 Bi	I [	] Sh	nift [	] FT	- 🗆 F	РТ	⊐ту	′p 🗆	NM		] so		NI		<u>э</u> с	
Accept		•	Comr			•																	ewed				
-	□ N/E	□2	□4																		_				L		
	Receiv	Г		/		/ [		Rec	ceiveo	d By				N	lumb	er of	Pag	es (r	ot bl	ank)	)			P	age 3		



MILITARY SERVICE Veterans preference points are added only to qualified applicants applying for entrance exams. A copy of your DD-214 must be submitted to the HR Department prior to the filing deadline date for the recruitment.

Veteran of U.S. Armed Services? O Yes O No

BII	ING	UAL	. ABI	LITY	Ple	ease	list l	angu	lages	s (oth	ner th	ian E	inglis	sh) in	whic	ch yo	ou are	e <u>flue</u>	<u>nt</u> an	nd cir	cle applicable skill(	s).
1.																					O Speak Only	○ Speak/Read/Write
2.																					⊖ Speak Only	○ Speak/Read/Write

#### ADDITIONAL PERSONAL INFORMATION

As an adult, have you ever been convicted of a felony? O Yes O No Do not mention any marijuana related offenses that are older than two years. If "yes", please explain charges and circumstances.

Conviction is not an automatic bar to employment. Each case is reviewed on the basis of job relatedness.

Have you ever been discharged or resigned in lieu of discharge? O Yes O No If yes, please explain:

EDUCATION/BACKGROUND: Please read the requirements section on the job announcement before completing this section.

High School Graduate?: O	/es	O No	lf r	no, Pa	ssed	High	Schoo	ol Equ	ivalency Tes	sts?:	⊖ Yes	O No	
Highest Grade Completed	01	0203	O 4	05	06	07	08	09	010011	0 12			
College:	01	02 03	04										
Post Graduate Work:	01	02 03	04										

E	DUCATION AND EX	PERIENCE				
Name and Location of College, University, Business Correspondence, Trade or Service Schools						
	Course of Study	Degree Awarded	Comp Sem Units	oleted Qtr Units	Did You	Graduate?
					O Yes O No	○ Attending
					○ Yes	○ Attending
					O Yes O No	○ Attending
					O Yes O No	○ Attending
If the position for which you are applying has specific the course(s) that satisfy these requirements, unless					st	



Please list currently valid certificates of professional (Include date of completion if requested on the job a			ation dates.
Title		Issuing Agency	
Date Issued	Expiration Date _		ID#
Title		Issuing Agency	
Date Issued	Expiration Date _		ID#

Are you at least 18 years of age? O Yes O No If no, please attach a copy of your work permit.

Are you a U.S. Citizen, or legally authorized to work in the United States? O Yes O No

At the time of appointment, all new employees will be required to furnish documentation verifying their identity and authorization to work in the United States.

Are any relatives currently employed by Marin County? O Yes O No

If yes, please list relative's name and relationship \_\_\_\_

### TRAINING AND/OR SPECIAL SKILLS

Please describe any additional information including additional training, memberships in professional organizations, certificates/licenses and/or special skills which you possess that you consider relevant to the position for which you are applying.

May we contact your current employer?

🗌 Yes

□ No

Only after contacting me first.

	rganization	F	rom		То
		Month	Year	Month	Y
		# of Hrs. V	Vorked Per	Wk	
Position Title	Supervisor Name/Title	Telephone		# of People	
		Code		Supervised Monthly Salary \$	
Description of Your Dutie	 2\$ 			_ Galaiy ∳	
Reason For Leaving					
Name and Address of O	rganization				
	· 3 - · · · · · · · · · · · · · · · · ·		rom		То
		Month	Year	Month	Y
			Vorked Per	Wk	
Position Title	Supervisor Name/Title	Telephone Code	and Area	# of People Supervised	
		oodu		Monthly Salary \$	
Description of Your Dutie	)S			ouldry ¢	
Reason For Leaving					
Name and Address of O	rganization	Fro	om		То
		Month	Year	Month	Ye
		# of Uro V	Norkod Dor		
Position Title	Supervisor Name/Title	# of Hrs. V Telephone		# of People	
Position Title	Supervisor Name/Title			# of People Supervised	
		Telephone		# of People	
Position Title Description of Your Dutie		Telephone		# of People Supervised Monthly	
		Telephone		# of People Supervised Monthly	
Description of Your Dutie		Telephone		# of People Supervised Monthly	
		Telephone		# of People Supervised Monthly	
Description of Your Dutie	25	Telephone Code	and Area	# of People Supervised Monthly	
Description of Your Dutie	25	Telephone Code	and Area	# of People Supervised Monthly Salary \$	To
Description of Your Dutie	25	Telephone Code	and Area	# of People Supervised Monthly	To Ye
Description of Your Dutie	25	Telephone Code Fro Month	and Area	# of People Supervised Monthly Salary \$ Month	
Description of Your Dutie Reason For Leaving Name and Address of O	rganization	Telephone Code Fro Month # of Hrs. V	and Area	# of People Supervised Monthly Salary \$ Month	
Description of Your Dutie	25	Telephone Code Fro Month	and Area	# of People Supervised Monthly Salary \$ Month Wk # of People Supervised	Ye
Description of Your Dutie Reason For Leaving Name and Address of O	rganization Supervisor Name/Title	Telephone Code Fro Month # of Hrs. V Telephone	and Area	# of People Supervised Monthly Salary \$ Month  Wk # of People	Ye
Description of Your Dutie Reason For Leaving Name and Address of O	rganization Supervisor Name/Title	Telephone Code Fro Month # of Hrs. V Telephone	and Area	# of People Supervised Monthly Salary \$ Month Wk # of People Supervised Monthly	Ye
Description of Your Dutie Reason For Leaving Name and Address of O	rganization Supervisor Name/Title	Telephone Code Fro Month # of Hrs. V Telephone	and Area	# of People Supervised Monthly Salary \$ Month Wk # of People Supervised Monthly	Ye

	Organization	Fr	om		То
		Month	Year	Month	Yea
		# of Hrs.	Worked Per	Wk	
Position Title	Supervisor Name/Title	Telephone Code	e and Area	# of People Supervised	
				Monthly Salary \$	
Description of Your Duti	es	•		· · · · ·	
		· · · · · · · · · · · · · · · · · · ·			
Reason For Leaving					
-	Proprietion				
Reason For Leaving Name and Address of C	Organization	Fr	om		То
-	Organization	Fr Month	om Year	Month	-
-	Organization			Month	-
-	Organization	Month			-
-	Organization Supervisor Name/Title	Month # of Hrs.	Year		Yea
Name and Address of C		Month # of Hrs. 1 Telephone	Year Worked Per	Wk # of People Supervised Monthly	Yea
Name and Address of C	Supervisor Name/Title	Month # of Hrs. 1 Telephone	Year Worked Per	Wk # of People Supervised	Yea
Name and Address of C	Supervisor Name/Title	Month # of Hrs. 1 Telephone	Year Worked Per	Wk # of People Supervised Monthly	Yea
Name and Address of C	Supervisor Name/Title	Month # of Hrs. 1 Telephone	Year Worked Per	Wk # of People Supervised Monthly	Yea

I hereby certify that the statements in this application are true. I request, authorize and consent to investigation by the County of Marin of all statements contained in this application. I understand that falsification, misrepresentation or omission of facts called for may result in immediate removal of my application from consideration or immediate discharge from employment arising from this application. I request and authorize the County of Marin to secure information related to this application and my experience, certification and/or licensure from former employers, personal and professional references, educational institutions, sources of certification or licensing and governmental/judicial agencies. I specifically request, authorize and consent to the County of Marin's thorough investigation of whether I have a record of criminal conviction, and if so, the nature of such criminal conviction and all surrounding circumstances available through lawful means, including providing my fingerprints to the County to facilitate this investigation. The County of Marin has advised me that its criminal background check will focus on convictions and that a criminal record will not necessarily disqualify me from employment. I request, authorize and consent to the foregoing parties to provide the requested information to the County of Marin and release them and the County of Marin from any liability arising there from. I understand that any offer of employment is considered tentative until satisfactorily passing a physical examination, at County expense, prior to the time of actual employment.

I am aware that the County of Marin may obtain public records regarding me for employment purposes, including but not limited to evaluation for employment, assignment, and/or promotion.

I acknowledge that the term public records as used herein are limited to records of arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment.

Check one line only:

\_\_\_\_ I hereby elect to receive any public records, which may be obtained by the County of Marin for employment purposes under Civil Code § 1786.53.

\_\_\_\_ I hereby elect not to receive any public records, which may be obtained by the County of Marin for employment purposes under Civil Code § 1786.53.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_

Print Name

NOTIFY THE HUMAN RESOURCES DEPARTMENT IMMEDIATELY OF ANY CHANGES IN YOUR STATUS AFTER YOU SUBMIT YOUR APPLICATION.

**Marin County** is located north of San Francisco, just across the Golden Gate Bridge. The Mediterranean climate along with the commitment to open space makes it one of the most enjoyable living areas in the country. The County of Marin provides a wide range of services including health care, social services, parks and open space, fire control, criminal justice, and community development to its more than 250,000 residents in its 521 square mile area. The county seat of Marin County is San Rafael and is easily accessible from all parts of the Bay Area.

Thank you for considering Marin County for employment. We appreciate that you have taken the time and effort to submit an application.

Working for Marin County can be exciting and challenging. Regardless of your specific employment interest, you will provide public service to a local community that is active, diverse and expects high quality service.

It is sometimes said that the recruitment process in government hiring is too lengthy. We find that the time frame we use is necessary to attract and evaluate all candidates in a thorough and fair process. To give you an idea of the time frame, the following is indicative of a typical recruitment.

Recruitments generally have a two to six week application filing period.

- Candidates are notified of their status information approximately five days after the close of the filing period.
- If you meet the minimum qualifications, you will receive notification informing you of the subsequent testing process. This generally takes another week or two. If you do not meet the minimum qualifications, you will receive a notice stating the reason.
- Should a second or third step be necessary due to the number of candidates, it may take an additional week or two. Notices of each step will be mailed to the candidate.
- If you are among the final candidates, again, you will receive notification. The candidates with the top five scores will be the first to be certified to the department with a vacancy. Candidates are sent an invitation to the selection interview when they are certified.
- Depending on the number of candidates for each recruitment, the examination timeframe may be anywhere from one to six weeks after the filing deadline.

Although the recruitment process may take several weeks, the rewards of County employment are plentiful. Attaining County employment is an honored accomplishment. It means you were among the most qualified in your chosen field! You will be joining other high quality individuals in providing excellent service to a wonderful community.

### Disclaimer:

The provisions of the recruitment announcements do not constitute an expressed or implied contract. Any provision contained in such announcements may be modified or revoked without notice. Questions regarding a recru itment announcement may be directed to the Human Resources Department.

### DATE RECEIVED