

RIVERSIDE FIRE AUTHORITY

CLASSIFICATION DESCRIPTION

JOB TITLE: VOLUNTEER FIREFIGHTER

SECTION: OPERATIONS

DATE: APPROVED 3-14-12

GENERAL FUNCTIONS

As a member of the Riverside Fire Authority (Authority), it is the responsibility of the Volunteer Firefighter to minimize losses associated with fire, to perform rescue operations, and to the extent trained to do so treat and stabilize victims of medical emergencies and to demonstrate compassion, concern, understanding and patience for all customers in every situation encountered.

Under direction of the Operations Chief and assigned Station Officers, the Volunteer Firefighter provides the previously mentioned services. The position may be assigned other duties to meet Authority needs, consistent with a member's experience, skills and abilities. The Volunteer Firefighter may work as part of an assigned crew, or as a come from home responder where crews are assembled at the time of the call all while under the direction of an Incident Commander and/or company officer to conduct fire suppression, emergency medical and/or special operations. This position responds to emergencies within the scope of their level of training and qualifications.

This classification description reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in the position.

JOB DUTIES AND RESPONSIBILITIES

Essential Functions

The position's primary duties are to function as a firefighter and EMS care provider. The position responds to fire and medical emergencies for the purpose of saving lives and protecting property. The position also supports a wide range of Authority programs, projects, and events.

The following are examples of duties and responsibilities, but are not all inclusive in scope:

- Responds to a variety of medical emergencies to provide treatment and care.
- Responds to a wide variety of fire incidents such as brush fires, vehicle fires and structure fires; performs all necessary duties as a firefighter including, but not limited to, hose line operations, fire pump operation, search and rescue, operation of heavy equipment (including hydraulic rescue tools), functions with hand tools necessary in fire suppression including walking on pitched roofs and cutting holes in roofs and/or walls using power or hand tools, life safety activities, rescue operations including forcible entry, property conservation operations, clean-up projects, and all other activities as required.
- Assists on incidents requiring special operations, consistent with level of training and as determined by the Authority.
- Maintains, checks, and tests motorized apparatus, equipment and facilities as assigned. Responsible for equipment and station checks following policies, procedures, guidelines, and safety rules as outlined in federal, state, and local regulations. Performs general maintenance work in cleaning, storing, and reloading equipment, apparatus, and supplies. Cleans and maintains emergency apparatus and equipment as well as assists in the maintenance of the fire station and fire station grounds as assigned.
- Participates in fire drills and attends classes on fire techniques and other emergency topics as mandated to maintain necessary skills and proficiency levels that are required by State and Authority requirements.
- May supervise other responders at scenes when directed by Incident Commander. May also assume the role of Incident Commander until higher-ranking emergency responder arrives on scene.
- Conducts field investigations of outdoor burn complaints or potential fire hazards.
- Assists with fire investigations when requested.
- Prepares incident reports and related paperwork to document emergency responses.
- Maintains discipline and adheres to all policies, procedures, and guidelines.

- Completes ongoing work, project work, fire prevention activities, public education programs, and public service assistance as assigned by the Station Officer, Fire Chief, Operations Chief and Fire Marshal.
- Presents lectures, training curriculum, and participates in manipulative drills with personnel.
- Conducts inspections of commercial occupancies, participates in pre-fire planning and becomes familiar with the various floor plans, types of construction, and hazards.
- Performs station maintenance, including laundry, floor maintenance, trash removal, kitchen upkeep, landscaping, and general housekeeping and building maintenance as assigned.
- Participates in budget preparation for assigned areas of responsibility.
- Participates in required training and continuing education classes to maintain certifications.
- Supports and participates in Authority training programs.
- Serves as a mentor for other firefighters. This includes evaluating other firefighters on how they are performing, addressing questions, sharing experiences and coaching.

KNOWLEDGE

- Principles, techniques, strategy, materials and equipment used in fire suppression, emergency medical response, rescues, investigation, prevention, and hazardous materials response.
- Safety practices/precautions considered and implemented during routine duties and at the emergency scene.
- Use of Authority records management system and general use of other associated computer programs.

SKILLS

- Analyze emergency response and operations problems, develop sound alternatives, and make efficient recommendations and decisions under emergency circumstances.

- Establish and maintain accurate records and prepare clear and concise reports and other written materials.

ABILITIES

- Communicate and educate effectively both verbally and in writing with co-workers and the public.
- Develop a team atmosphere and work environment that promotes success for individuals and the Authority.
- Develop and maintain productive relationships with other service providers such as fire service entities, law enforcement, private ambulance companies, hospitals, and care facilities.
- Maintain physical conditioning necessary to perform efficiently and effectively.
- Follow verbal and written directives.
- Greet and assist the public in a helpful and positive manner.

EDUCATION AND EXPERIENCE

Sufficient training and experience which demonstrates the possession of the knowledge and abilities to perform the essential job functions.

Required Qualifications

- High School Diploma or equivalent.
- Must be at least 21 years of age.
- Valid Washington State Driver's License and the ability to be insured by the Authority's insurance provider.
- Must be a U.S. citizen or eligible to work in the United States.
- Must successfully complete Authority entry level physical ability test.
-

Other Requirements

Prior to receiving an offer of membership, a selected candidate must successfully complete a medical examination.

The volunteer firefighter must serve a one-year probationary period.

WORKING CONDITIONS

A person in this position must be free from any physical, emotional or mental condition which might adversely affect the ability to perform the essential job functions.

The Volunteer Firefighter is responsible for all firefighting-related and EMS duties and operations as assigned. Involves contact with a wide variety of personalities both inside and outside the Authority. Requires a high degree of independent decision making in emergency situations. Involves complex emergency and maintenance duties that may have a direct impact upon the operations of the Authority. Member is exposed to all manner of environmental conditions including inclement weather, extreme temperatures, dust, noise, dim lighting, and all other conditions as present in the performance of essential function. Member may also experience such hazards as fumes, flames, chemicals, blood, other body fluids, and all other hazards as required in performance of essential functions.

In addition, this position requires the operation of various equipment, machinery, apparatus, and rescue vehicles as needed. May require working long hours and for extended periods of time between meals and breaks in some emergency situations. This position must engage in strenuous activities with little or no advance notice; work during emergency events in adverse environments; work in intense life-threatening conditions; be subjected to exposure of hazardous materials, dangerous persons, and noise; running, walking, crawling, climbing, stooping, twisting, bending, lifting and sitting for long periods of time; work in an office environment with sustained posture in a seated position for prolonged periods of time.

RIVERSIDE FIRE AUTHORITY MEMBERSHIP APPLICATION

POSITION APPLIED FOR <input type="checkbox"/> Firefighter <input type="checkbox"/> Career <input type="checkbox"/> Volunteer <input type="checkbox"/> Administrative	DATE	
NAME	WK. PHONE	HM. PHONE
ADDRESS	D.O.B	SOC. SEC. NO.
CITY STATE ZIP	DRIVER LIC. NO.	
Do you have any conditions which would prevent you from performing in this position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what accommodation's would you need, if any, to assist you in performing your duties?		

EDUCATIONAL HISTORY

	DEGREE	YEAR	MAJOR
HIGH SCHOOL			
COLLEGE			
COLLEGE			
OTHER			
OTHER			

EMPLOYMENT HISTORY (List all employers for pervious 3 years)

CURRENT OR LAST EMPLOYER	PHONE	FROM – TO
ADDRESS		HRS./WRK
TITLE/POSITION	IMMEDIATE SUPERVISOR	
JOB DESCRIPTION		
REASON FOR LEAVING		

PREVIOUS EMPLOYER	PHONE	FROM – TO
ADDRESS		HRS./WRK
TITLE/POSITION	IMMEDIATE SUPERVISOR	
JOB DESCRIPTION		
REASON FOR LEAVING		

PREVIOUS EMPLOYER	PHONE	FROM – TO
ADDRESS		HRS./WRK
TITLE/POSITION	IMMEDIATE SUPERVISOR	
JOB DESCRIPTION		
REASON FOR LEAVING		

VOLUNTEER EXPERIENCE (List any organization you have volunteered for)

VOLUNTEER ORGANIZATION	PHONE	FROM – TO
ADDRESS		HRS./WRK
TITLE/POSITION	IMMEDIATE SUPERVISOR	
JOB DESCRIPTION		
REASON FOR LEAVING		

VOLUNTEER ORGANIZATION	PHONE	FROM – TO
ADDRESS		HRS./WRK
TITLE/POSITION	IMMEDIATE SUPERVISOR	
JOB DESCRIPTION		
REASON FOR LEAVING		

RELATED EXPERIENCE, SKILLS, AND CERTIFICATES

EXPERIENCE		
CERTIFICATES	EXP. DATE	SKILLS

RIVERSIDE FIRE AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY. BY SIGNING THIS FORM, I AM CERTIFYING THAT ALL ANSWERS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT UNTRUTHFUL OR MISLEADING ANSWERS MAY BE CAUSE FOR REJECTION OF MY APPLICATION, REMOVAL OF MY NAME FROM THE REGISTER, OR DISMISAL IF ALREADY EMPLOYED. I FURTHER AUTHORIZE THE FIRE AUTHORITY TO MAKE ANY NECESSARY INVESTIGATION TO VERIFY THE TRUTH AND ACCURACY OF MY APPLICATION PACKAGE INFORMATION.

PLEASE SUBMIT A COPY OF YOUR SOCIAL SECURITY CARD AND DRIVER'S LICENSE UPON APPLICATION.

SIGNED _____	DATE _____
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CONVICTION/CRIMINAL HISTORY INFORMATION

This form must be completed to be considered for employment

When considering individuals for employment (both career and volunteer), conviction/criminal history records are reviewed as they related to the content and nature of the work, and the safety and security of the Fire Authority staff and the public. A conviction/criminal history does not necessarily disqualify an individual for employment/volunteer membership. Criminal history records will be subject to a satisfactory criminal conviction report. Applicants will be asked to sign a separate release form. Applicants who do not sign the release will be removed from the consideration for employment/volunteer membership.

INSTRUCTIONS: Complete ALL sections and sign below. The information you provide will be used only as it relates to consideration for employment (paid and volunteer).

Name	Social Security Number
Position Applied for:	

CRIMES AGAINST PERSONS AND CRIMES RELATING TO FINANCIAL EXPLOITATION:

Have you ever been convicted of any of the crimes listed below?

- YES NO If yes, check all that apply and describe in space below.
- | | |
|---|---|
| <input type="checkbox"/> Arson | <input type="checkbox"/> Kidnapping |
| <input type="checkbox"/> Assault, Custodial | <input type="checkbox"/> Malicious Harassment |
| <input type="checkbox"/> Assault, Simple | <input type="checkbox"/> Manslaughter |
| <input type="checkbox"/> Assault | <input type="checkbox"/> Murder, Aggravated |
| <input type="checkbox"/> Burglary | <input type="checkbox"/> Murder |
| <input type="checkbox"/> Child Abandonment | <input type="checkbox"/> Patronizing a Juvenile Prostitute |
| <input type="checkbox"/> Child Abuse or Neglect | <input type="checkbox"/> Promoting Pornography |
| <input type="checkbox"/> Child Buying or Selling | <input type="checkbox"/> Promoting Prostitution |
| <input type="checkbox"/> Child Molestation | <input type="checkbox"/> Prostitution |
| <input type="checkbox"/> Communication with a minor | <input type="checkbox"/> Robbery |
| <input type="checkbox"/> Criminal Abandonment | <input type="checkbox"/> Rape |
| <input type="checkbox"/> Criminal mistreatment | <input type="checkbox"/> Rape of a Child |
| <input type="checkbox"/> Custodial Interference | <input type="checkbox"/> Selling/Distr. Erotic Materials to a Minor |
| <input type="checkbox"/> Extortion | <input type="checkbox"/> Sexual Exploitation of a Minor |
| <input type="checkbox"/> Forgery | <input type="checkbox"/> Sexual Misconduct with a Minor |
| <input type="checkbox"/> Incest | <input type="checkbox"/> Theft |
| <input type="checkbox"/> Indecent Exposure – Felony | <input type="checkbox"/> Unlawful Imprisonment |
| <input type="checkbox"/> Indecent Liberties | <input type="checkbox"/> Vehicular Homicide |
| | <input type="checkbox"/> Violation of Child Abuse Restraining Order |

Explanation of Violation(s):

DRIVING RECORD EVALUATION:

This form must be completed to be considered for employment

All applicants for career and volunteer positions with the Riverside Fire Authority will have their driving records evaluated. Riverside Fire Authority uses the violation point system listed below. If your permanent driving record reflects a total of six (6) points or more for a period of 36 months (3 years) preceding the date of your application, you will not be allowed to continue in the process. Therefore, if you know that your driving record is less than six points, you may apply. However, any new violations that occur before the completion of the probationary process, which put your total score over six points will disqualify you. Annual evaluation of a member's driving record may be made during a member's employment or volunteer service. Any current member found in violation of this evaluation will result in the suspension of driving privileges and/or termination of employment with the Riverside Fire Authority.

VIOLATIONS	POINTS
Revocation of driver's license	8
Denial of issuance of driver's license	8
Negligent homicide	8
Driving while intoxicated (involving an accident)	8
Driving while intoxicated (not involving an accident)	6
Reckless driving (involving an accident)	8
Reckless driving (not involving an accident)	6
Negligent driving (involving an accident)	5
Negligent driving (not involving an accident)	4
Hit and Run (attended, occupants in vehicle)	8
Hit and Run (unattended, no occupants in vehicle)	6
Driving while license is suspended (DWLS)	4
Speeding in excess of the posted limit:	
0-14 mph over	2
15-19 mph over	3
20-25 mph over	4
26 mph and over	5
Convictions or forfeitures for other moving violations:	
Each violation involving an accident	4
Each Violation not involving an accident	2

Signature:

I certify that the information contained in this application and in all materials is true, correct, and complete to the best of my knowledge. Under penalty of perjury I understand that consideration of this application and the continuation of any subsequent employment depend on the true, accurate, and complete representation of these facts. **I understand that my application will not be considered unless it is signed. I authorize Riverside Fire Authority to make inquiries regarding the information on my application and waive my right to confidentiality for purpose of such inquiries. I release all parties and persons associated with such inquires in connection with information they give.**

I UNDERSTAND THAT MY APPLICATION WILL NOT BE CONSIDERED UNLESS IT IS SIGNED.

Signature _____

Date _____

REQUEST FOR CRIMINAL HISTORY INFORMATION

To: Law Enforcement Agency

Please print

Re: _____
Applicant Name: Last First Middle

You are hereby authorized to release and give to the Chief of Riverside Fire Authority, or his duly authorized representative, any information they request covering my membership in their department. This is for purposes of a background inquiry for membership as a fire fighter of Riverside Fire Authority. All prior authorizations for requests for information are hereby canceled and I waive any privilege I may have to object to any such release of information.

Aliases/ Maiden Name(s): _____

Date of Birth: _____

Washington driver's license # is: _____

Current address is: _____
Street City State Zip Code

Signature: _____
(To be signed in the presence of a Notary Public).

STATE OF WASHINGTON)
) ss
COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____

NOTARY PUBLIC in and for the
State of Washington, residing

in _____

My commission expires _____

**RIVERSIDE FIRE AUTHORITY
HUMAN RESOURCES FORM**

Minor under age 18 - fire department participation authorization

Applicant name: _____ Date: _____

Parent or legal guardian name: _____

My signature below affirms that I am either a parent or legal guardian of a minor (<18 years of age) that is applying for membership at Riverside Fire Authority. I hereby acknowledge and approve of the applicants request for membership with the Fire Authority. My signature also confirms that I understand that the applicant may be required in the course of training and or duty to participate in activities involving varying risk to their well-being.

I further understand that information is now and will remain available to me upon my request describing the types of training and response activities the applicant will participate in.

Applicants signature _____

Parent/Guardian _____ Date: _____

Riverside Fire Authority _____ Date: _____

**RIVERSIDE FIRE AUTHORITY
VOLUNTEER FIREFIGHTER POLICY**

It is the policy of the Governance Board of the Riverside Fire Authority to accept the services of the residents of the area as volunteer firefighters. Such services shall be accepted under the following terms and conditions:

1. **Volunteer.** The volunteer firefighters shall not be paid for the services rendered or considered to be paid or part paid employees of the Fire Authority.
2. **Selection and Termination.** The individuals selected to serve as firefighters shall be selected by the policies of the Fire Authority. The qualifications and method of selection as well as termination procedures shall be established by the Governance Board and administered by the Chief of the Fire Authority. The Governance Board of the Fire Authority shall determine from time to time the maximum number of firefighters to be retained by the Fire Authority.
3. **Equipment and Training Furnished by Fire Authority.** Riverside Fire Authority shall provide all protective clothing for the firefighters and shall provide the fire prevention and fire fighting equipment and facilities necessary for the volunteer firefighter to render services for the Fire Authority. Riverside Fire Authority shall provide such training as may be necessary and available to enable the firefighters to perform the assigned duties.
4. **Materials Provided by Volunteer.** The volunteer firefighter shall furnish, at no expense to the Fire Authority, all clothing not supplied by the Fire Authority and all private transportation required by the firefighter to attend training sessions and to respond to emergencies.
5. **Insurance.** For the protection of the volunteer firefighters and their families, the Fire Authority agrees to provide insurance coverage, including coverage obtainable through the Volunteer Firefighters' Relief and Pension Act, as the Governance Board, in its sole discretion, may determine to be appropriate.
6. **Reimbursement of Expenses.** The Fire Authority agrees to reimburse volunteer firefighters for the expenses they incur in providing service to the Fire Authority in accordance with Policy No. 12.2015.
7. **Response.** While the Fire Authority encourages all volunteer firefighters to respond to all emergency calls, the final determination of whether or not to respond to an emergency shall be made by the volunteer firefighter in the firefighter's sole discretion.
8. **Time of Service.** Volunteer firefighters shall be subject to call twenty-four (24) hours per day, seven (7) days per week, provided they are within the geographical boundaries of the Fire Authority.
9. **Age Restriction.** An individual must have attained the age of eighteen (18) years to be eligible to become a full service volunteer firefighter. Individuals who have attained the age of sixteen (16) years shall be eligible to serve as a limited service firefighter subject to the following restriction:
 - 9.1 The individual must obtain the written consent of the individual's parents or guardians in the form required by the Fire Authority.
 - 9.2 The individual shall not be permitted to drive a Fire Authority vehicle except as provided for in policy.
 - 9.3 The individual shall not be permitted to participate in interior fire suppression involving structural fires.

AGREEMENT

RIVERSIDE FIRE AUTHORITY appoints _____
to the position of firefighter in the Fire Authority's volunteer fire department.

The undersigned accepts the appointment and the position under the following terms and conditions:

1. The officers and firefighters of the department serve the Fire Authority as volunteers with no expectation of pay or other remuneration for services provided to the department and all services are voluntarily given to the Fire Authority and to the community it serves.
2. The Fire Authority, from time to time, provides reimbursement to its volunteer firefighters and officers for expenses that such individuals would normally incur in providing voluntary service to the Fire Authority. The amount of such reimbursement is determined by the Governance Board of the Fire Authority in its sole judgment and discretion.
3. The Fire Authority may from time to time provide incidental benefits to its volunteer firefighters including such items as membership in the Washington Volunteer Firemen's Relief and Pension System, insurance benefits, uniforms, protective clothing, etc.
4. All reimbursement of expenses, stipends and other benefits provided by the Fire Authority to its volunteer firefighters and officers may be changed or discontinued at any time, without notice, by the Governance Board of Riverside Fire Authority.
5. The undersigned has no express or implied contractual right to the position or the status of a volunteer firefighter with the Fire Authority and holds such position and status at the sole discretion of the Governance Board. The undersigned further acknowledges that no reliance has been placed on any verbal, written or printed statements of the Fire Authority, its agents or employees in the offer or acceptance of the position and that no such statements constitute of contractual obligation of the part of the Fire Authority to continue such a volunteer status. The undersigned's status as a volunteer firefighter may be terminated at any time, with or without cause by the Governance Board of the Riverside Fire Authority without prior notification.
6. The undersigned agrees to abide by the rules and regulations of the Riverside Fire Authority relating to the Volunteer Firefighter Program and any amendments to such rules and regulations as may be enacted by the Board of Commissioners from time to time.
7. The initial several months of service as a volunteer firefighter is an indoctrination period and recruit training period. During this period the firefighters performance will be reviewed and evaluated by the recruit class coordinators. Performance deficiencies observed during this period will be reviewed with the firefighter. At the completion of the recruit training period, successful candidates will be made probationary firefighter for up to one year, during which time additional training will be required. At the completion of the probationary period you will be advised whether or not you will be retained by the Fire Authority as a regular volunteer firefighter.

Dated _____

AGENCY DISQUALIFIERS

The following lists automatic and potential disqualifiers. Applicants should not apply to our agency if they possess any of the automatic disqualifiers. Potential disqualifiers will be considered on a case by case basis.

Application

Automatic Falsification or lied during any portion of the employment application/testing process

Driving

Automatic 1 or more traffic crime convictions in last 5 years (DUI, Physical control, Reckless driving)

Automatic Driver's License Suspension within last 3 years

Automatic Ignition interlock device restriction

Potential Multiple traffic infractions within last 5 years

Drug Usage

Automatic Conviction of illegal use or delivery of drugs within last 5 years

Potential untreated alcohol or substance abuse

Criminal Activity

Automatic Any adult felony conviction

Automatic Unlawful sexual misconduct

Automatic Domestic Violence conviction

Potential Adult misdemeanor convictions will be closely reviewed

Potential Juvenile felony conviction

Employment Financial

Potential Unsatisfactory work history

Potential Negative personal or professional references



RIVERSIDE FIRE AUTHORITY

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1818 Harrison Avenue, Centralia, WA. 98531 360-736-3975

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Riverside Fire Authority may obtain information about you from a third-party consumer reporting agency for employment or volunteer affiliation purposes. Thus, you may be the subject of a “consumer report” which may include information about your character, general reputation, personal characteristics. These reports may contain information regarding your criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history.

You have the right, upon written request made within a reasonable time, to request to know whether a report has been run about you and to request a copy of the report(s). These searches will be conducted by **Background Screeners of America, 18344 Oxnard Street, Suite 101, Tarzana, CA 91356; Tel. # 1.877.251.5656; www.backgroundscreenersofamerica.com**. The scope of this disclosure allows the Riverside Fire Authority to obtain authorized reports now and throughout the course of your employment or affiliation for an employment / membership purpose to the extent permitted by law.

If this form is modified in any way, the Riverside Fire Authority must obtain a new signature sheet from the employee / member regarding the changes.

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Lincoln Creek • Independence • Garrard Creek

www.riversidefire.net



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Signature: _____

Date: _____

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ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND INVESTIGATION

I acknowledge receipt of the separate documents entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION, DISCLOSURE FOR INVESTIGATIVE CONSUMER REPORT (if applicable), A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and OTHER STATE LAW NOTICES and certify that I have read and understand those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by **Riverside Fire Authority** (the “Company”) at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Background Screeners of America, 9333 Melvin Ave, Northridge, CA 91324, (866) 570-4949, <https://backgroundscreenersofamerica.com>** and/or the Company. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Riverside Fire Authority (“the Company”) may obtain information about you from a third-party consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. Investigations will be conducted by **Background Screeners of America, 9333 Melvin Ave, Northridge, CA 91324 (866) 570-4949, <https://backgroundscreenersofamerica.com>**

Last Name: _____ First: _____ Middle: _____

Other Names/Alias: _____

Social Security* #: _____ Date of Birth*: _____

Driver's License # _____ State of Driver's License*: _____

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Present Address: _____ Phone Number: _____

City/State/Zip: _____

E-mail: _____

Signature: _____ Date: _____

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Abstract of Driving Record Release of Interest

Employer, prospective employer, or volunteer organization name: Riverside Fire Authority

Agent business name if acting on behalf of the company for employment purposes: Background Screeners of America

This is an authorization of:

1. Employee – for release of my driving record for employment purposes, at my employer's discretion for the full term of my employment; or
2. Prospective employee – for release of my driving record for employment purposes, not to exceed 30 days from date signed; or
3. Volunteer – for release of my driving record for a position applied for that requires me driving at the direction of the volunteer organization.

I, _____, am an employee, prospective employee, or volunteer of the company named above and I request a copy of my official driving record in the state of Washington to my employer, prospective employer, volunteer organization, or their agent.

No employer, prospective employer, or their agent may use information contained in a driving record related to the sealed juvenile record of an employee or prospective employee for any purpose unless required by federal law. The employee or prospective employee must furnish a copy of the court order sealing the juvenile record to the employer, prospective employer, or their agent.

Employee/Prospective employee/Volunteer full name (First, Middle, Last)	WA driver license number or date of birth
Employee/Prospective employee/Volunteer signature X	Date signed

The company listed below agrees to, and shall indemnify and hold harmless the state of Washington, Department of Licensing (DOL), the DOL Director, and all DOL employees from any and all suits at law or equity, and from any and all claims, demands or loss of any nature, including but not limited to all costs and attorney's fees, arising from any incorrect or improper disclosure of individual names or addresses under this "Release of Interest;" any defects in any of Company's procedures followed or omitted or arising from the failure of Company or its officers, employees, customers, contractors or agents to fulfill any of its obligations under this contract; or arising in any manner from any negligent act or omission by the company or its officers, employees, customers, contractors, or agents.

I hereby certify:

1. The company named below is an employer, prospective employer, or volunteer organization of the above-named individual.
2. The information contained in the abstracts of driver records obtained from DOL shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130. No information contained therein will be divulged, sold, assigned, or otherwise transferred to any third person or party. The abstracts of driver records shall be used exclusively for:

I affirm that I am a representative authorized to bind the company named below.

Company name Riverside Fire Authority	Authorized representative name Stephanie Slorey	Title Administration
Address 1818 Harrison Ave. Centralia, WA 98531		

Date and place signed _____
Authorized representative signature

NOTE: The employer or prospective employer must maintain this record for a period of not less than two (2) years from the date of the most recent request. Failure to obtain all signatures or misuse of records obtained from the State of Washington may result in prosecution under RCW 46.52.130.

RELEASE OF INFORMATION

I authorize the Riverside Fire Authority to investigate all statements in this application to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the Riverside Fire Authority from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Fire Authority.

I understand that any offer of membership is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references. I further understand that any misrepresentation in any of my answers or statements will result in cancellation of my application, or if accepted, will be cause for dismissal.

I understand that if I receive a Conditional Offer of Membership for a position where I will have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the Riverside Fire Authority is required to complete a thorough background check as required by the Child/Adult Abuse Information Act.

I am applying for a volunteer position. I understand that nothing in this application or my communications with any Riverside Fire Authority official is intended to create a membership agreement between the Riverside Fire Authority and me. In the event of my membership with the Fire Authority, I will comply with all rules, regulations, and policies set forth in the Fire Authorities policy manual or in communications distributed by the Fire Authority.

I hereby acknowledge that I have read and understand the preceding statement.

Signature of Applicant

Date

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, age, color, national origin, sex, disability, sexual orientation, marital status, genetic information, veterans status, or any other basis prohibited by federal, state, or local laws.