



## MEMBERSHIP APPLICATION

Dear Applicant,

Thank you for your interest in becoming a Volunteer with Riverside Fire Authority. Service as a Volunteer is a challenging and rewarding way to perform community service, gain work experience, or start a potential career path. To be considered for a volunteer position, you must meet all minimum requirements and possess the required certifications or licenses listed below:

<b>*Must be 18 years of Age</b>	<b>*Must possess current WA drivers license</b>	<b>*High School diploma or equivalent</b>
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The Riverside Fire Authority is a combination department consisting of paid staff complemented by an experienced and diverse volunteer group. The RFA is governed by a Board of elected Fire Commissioners responsible for determining service levels, adopting policy, and financial oversight. The Administrative Section is comprised of the Fire Chief, Assistant Fire Chief/Fire Marshal, Secretary to the Board, an Administrative Assistant, and a Volunteer Recruitment and Retention Coordinator.

The service area encompasses approximately 185 square miles of Northwest Lewis County including the City of Centralia. An estimated 25,000 citizens are served by the Fire Authority. Annual call volume is in excess of 4,000 calls.

Six unmanned stations surround the service area and are staffed by come from home volunteers, who are notified of emergencies through paging systems and respond when available. Two of the six stations have Resident quarters affording additional staffing for Seminary Hill and Cooks Hill areas. Pearl Street Station 1 and Harrison Avenue Station 2 are staffed 24/7 with an officer and paramedic.

To apply, please carefully read and complete all attached pages. We accept completed and signed applications during business hours at Station 2 at 1818 Harrison Ave.

Applicants moving forward in the process (for any volunteer position) will be scheduled for orientation/training academy. In between academies, recruit volunteers may be invited to attend weekly drills as an observer to become acquainted with other volunteers, apparatus, and stations. Academy is designed to provide recruits with basic, fundamental skills required to safely function at emergency incidents. The academy is divided into modules and is conducted during a combination of weekday evenings and weekend days. Recruits need to maintain an 80% or greater quiz average and attend all classes unless excused by Recruit Academy Coordinator.

***All prospective volunteers will be required to successfully complete a physical agility test and medical evaluation prior to beginning physical activity in recruit academy.***

At the conclusion of academy, Recruits will be eligible to respond to emergencies and participate in most training activities. Successfully completing the recruit academy marks the beginning of a probationary period where additional learning will occur through a task book system.

Volunteers will be issued all required protective clothing and equipment. Volunteers receive a modest stipend for answering emergency calls and attending training sessions. Please consider the following time commitments before submitting your application:

If accepted into the Volunteer program, you will be **required** to:

- Attend monthly required training.
- Complete mandatory academies and complete assigned task books.
- Volunteer for shifts or respond to a percentage of calls in response area.

**\*\* Please contact our office for more information and detail. \*\***

Additionally, please note the Agency disqualifiers sheet in application packet. Review your application prior to submission to ensure all pages are complete and signed as indicated.

Process:

- Complete application submitted to Station 2 HQ on Harrison Ave.
- Initial interview
- Criminal History, Driver record check, reference check
- In person panel interview

Post Selection Process:

- You will be notified of physical agility testing date/time
- Schedule medical physical examination
- Academy assignment /Lateral entry evaluation/Vol Classification orientation

You are not just joining a team, you will be part of the evolving story and tradition of fire service in this community. We look forward to meeting you.

Initials: \_\_\_\_\_ Website: \_\_\_\_\_ NVFC: \_\_\_\_\_ Flyer: \_\_\_\_\_ Radio: \_\_\_\_\_ Word of Mouth: \_\_\_\_\_  
Referral: \_\_\_\_\_ Social Media: \_\_\_\_\_ Other: \_\_\_\_\_ Date rec'd: \_\_\_\_\_

## **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 MEMBERSHIP APPLICATION

<b>POSITION APPLIED FOR</b> <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.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Arson</li> <li><input type="checkbox"/> Assault, Custodial</li> <li><input type="checkbox"/> Assault, Simple</li> <li><input type="checkbox"/> Assault</li> <li><input type="checkbox"/> Burglary</li> <li><input type="checkbox"/> Child Abandonment</li> <li><input type="checkbox"/> Child Abuse or Neglect</li> <li><input type="checkbox"/> Child Buying or Selling</li> <li><input type="checkbox"/> Child Molestation</li> <li><input type="checkbox"/> Communication with a minor</li> <li><input type="checkbox"/> Criminal Abandonment</li> <li><input type="checkbox"/> Criminal mistreatment</li> <li><input type="checkbox"/> Custodial Interference</li> <br/> <li><input type="checkbox"/> Extortion</li> <li><input type="checkbox"/> Forgery</li> <li><input type="checkbox"/> Incest</li> <li><input type="checkbox"/> Indecent Exposure – Felony</li> <li><input type="checkbox"/> Indecent Liberties</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Kidnapping</li> <li><input type="checkbox"/> Malicious Harassment</li> <li><input type="checkbox"/> Manslaughter</li> <li><input type="checkbox"/> Murder, Aggravated</li> <li><input type="checkbox"/> Murder</li> <li><input type="checkbox"/> Patronizing a Juvenile Prostitute</li> <li><input type="checkbox"/> Promoting Pornography</li> <li><input type="checkbox"/> Promoting Prostitution</li> <li><input type="checkbox"/> Prostitution</li> <li><input type="checkbox"/> Robbery</li> <li><input type="checkbox"/> Rape</li> <li><input type="checkbox"/> Rape of a Child</li> <li><input type="checkbox"/> Selling/Distr. Erotic Materials to a Minor</li> <li><input type="checkbox"/> Sexual Exploitation of a Minor</li> <li><input type="checkbox"/> Sexual Misconduct with a Minor</li> <li><input type="checkbox"/> Theft</li> <li><input type="checkbox"/> Unlawful Imprisonment</li> <li><input type="checkbox"/> Vehicular Homicide</li> <li><input type="checkbox"/> Violation of Child Abuse Restraining Order</li> </ul> |
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Explanation of Violation(s):

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## 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 \_\_\_\_\_



# RIVERSIDE FIRE AUTHORITY

*Prepare · Prevent · Save · Serve*

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

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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\*: \_\_\_\_\_

Present Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Proudly Serving the Citizens of NW Lewis County**

Stations at Centralia · Hanaford Valley · Seminary Hill · Cooks Hill  
Lincoln Creek · Independence · Garrard Creek

**[www.riversidefire.net](http://www.riversidefire.net)**





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## 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](http://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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## 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.