

SUMMIT FIRE DEPARTMENT

MISSION STATEMENT

It is the mission of the Summit Fire Department to use the traditional values and commitment of the volunteer and career fire service, coupled with the innovative tools and evolving technologies of the present to provide the highest level of service to those we serve.



The Summit Way



We like to share with all potential career and volunteer employees of Summit Fire what I'll refer to as the "Summit Way." The Summit Way consists of the values that guide our policies and decisions. It is why we strive to promote the value of each and every employee while at the same time promoting the mission of the department. We want to see everyone involved with the SFD develop their skills and become the most qualified professional they can be, and we also want all involved with the SFD to continue their personal growth and become the best person they can be. We are looking for people to fill our ranks who have primarily three traits:

One: an excellent work ethic. We are public servants and we can never forget that it is the citizens in our community who pay our way. They should have high expectations of us and we should work to meet those expectations.

Two: an ability to approach challenges in a positive way. When challenges present themselves, and they do that continually in this life, we need those who will take the situation and make it better instead of worse. We need people who look for the best in others and work for the success of each member of the department. We want people with a depth of character and high ethical standards that will impact our entire department in a positive way.

Thirdly: an ability to work as a part of the whole. This doesn't mean they need to have all the same views as the rest of us. It does mean we need people who see where they can contribute and who can work together toward common goals of the Summit Fire Department. Our department should always strive to be supportive of all members.

The following is a list of Expectations that can help clarify some of what we mean when we discuss the Summit Way.

1. Respect: Value each member of the department regardless of rank, years of service, different life views, etc.
2. Trust: Demonstrate the key attributes and traits that will build people's confidence in you. Honor your word.
3. Character: Be a person who will stand for solid values and principles. Share your thoughts and opinions in a way that builds, not divides.

4. **Courage:** Speak your mind even if your voice shakes. Do what you know is right; speak up if you know something is wrong.
5. **Loyalty:** Have faith and help to build faith in the people and values of the SFD. We can disagree, but when decisions have been made, try to support them. If you believe in the greater goals we are trying to accomplish, then we need your support.
6. **Be Compassionate:** Invest in emotional bank accounts. Understand that this life is difficult for all of us at times.
7. **Attention to detail:** If you are going to achieve excellence in big things, you develop good habits in little things. Excellence is not this or that grand gesture but what we repeatedly do. It is a habit.
8. **KISS:** Keep it simple stupid. As human beings we can sometimes create mountains out of molehills. Keep issues on the most basic level possible. If something needs to be done, instead of forming a committee, just do it.
9. **Professionalism:** At the SFD we hope that you will take what we do very seriously. We also hope that you won't take yourself too seriously. Be proud that you are in one of the greatest professions and a member of an outstanding department.
10. **Discipline:** The best form of discipline is self-discipline. Encourage within yourself the development of mental, physical, spiritual and emotional strength.
11. **Happiness:** Strive to find happiness in who you are and what we do. I believe that the most successful people in the world are those that are happy. We hope that you are happy with the profession you have chosen and look forward to coming to work each day.



Summit Fire District

Administrative Offices *8905 N. Koch Field Rd*Flagstaff, AZ 86001*928-526-9537

General Application Information



This is a general application for the Summit Fire District, which must be read and understood before entering the application process. The information contained in this packet is very important; therefore, make sure to review the contents before filling out the application form. If you have any questions or need anything explained, please feel free to ask!

There are certain requirements and forms we need for you to know about, understand, and sign. Please read them carefully. If you do not agree with nor accept these requirements, do not sign the documents. Not signing these documents indicates that you are not comfortable with the Summit Fire District's requirements and should not continue in the selection process.

Note: If this is an application for employment and if the testing process does not provide enough acceptable applicants to fill all job openings, then a new recruitment and testing process will be performed. If you wish to be considered for any successive hiring processes you will need to repeat the process.

Summit Fire District is an Equal Opportunity Employer.

Thank you for showing an interest in becoming a member of our team.

Mission Statement

It is the mission of the Summit Fire Department to use the traditional values and commitment of the volunteer and career fire service, coupled with the innovative tools and evolving technologies of the present to provide the highest level of service to those we serve.

Who The Summit Fire District is Seeking

The Summit Fire District is looking for honest, motivated individuals who are proud to be part of a progressive organization that is dedicated to serving the public. We try to recruit and retain the best qualified personnel for the position regardless of race, color, national origin, religion, sex, age, disability, or genetic information.

It is the department's desire to learn as much about the applicant and their qualifications as possible. To accomplish this, we expect applicants to be candid, honest, and responsible while they are participating in the review process. If the applicant is hired or accepted into volunteer service, he/she will serve a probationary period, so we can learn more about the applicant and inform the applicant about the District and its culture. Being a team player is very important aspect to successful employment at Summit Fire District.

Relevant job description(s) are available by contacting our Administrative office at 928-526-9537. To have a complete understanding of job requirements and essential functions of the position, please read the minimum qualifications and job functions provided in the job description carefully to make sure you are qualified to meet job requirements.

Important Information for Applicants

If you wish to be employed or serve as a volunteer with the Summit Fire District, the information listed below regarding the selection process will be applicable. Your agreement with the policies and procedures stated here will be confirmed by completing and signing the application form.

1. **Fingerprinting and Background Check** – As per ARS 48-805, Summit Fire District requires all personnel in a sworn firefighter or volunteer firefighter position to submit a full set of fingerprints for the purpose of obtaining a state and federal criminal records check. Upon appointment to the position, finger print cards must be obtained at the Flagstaff Police Department or Coconino County Sheriff's Department. You can call the Flagstaff Police Department at 928-774-1414 to verify times and availability of this service. The District may also engage in additional background checks, which may include communications with various agencies and organizations. In this regard, verification checks may be made with former employers, educational institutions, references, courts, police and/or credit reporting agencies. If you have reservations about background checks, you should not fill out an application.

2. **Driving Record** – One of the concerns of the District involves an individual's driving record. Since employees and volunteers will use District vehicles and/or their own vehicles to accomplish District business, it is necessary that employees and volunteers have driving record that is acceptable to our insurance carrier. All applicants must submit a 39 month driving record with their application. This may be obtained from the Department of Motor Vehicles.
3. **At-will Employment** – At-will Employment means an employee, volunteer, or employer can terminate employment or volunteer service with the District at any time and for any reason. This at-will status cannot be changed by any supervisor or manager either verbally or written.
4. **Sexual Harassment** – Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when (1) submission of such conduct is made a job requirement or causes changes in working terms or conditions, and/or (2) it has the effect and purpose of unreasonably interfering with work performance or creating an intimidating, hostile or offensive work place. Sexual harassment will not be tolerated and will be grounds for immediate termination.

Summit Fire District General Application Checklist

APPLICANT		
Last Name:	First Name:	M.I.
Position Applying for:		

Prior to completing the application attached, please indicate that you understand the contents of this hiring packet by checking the box in front of each document listed below. If you have questions or would like to request a job description, please contact us at 928-526-9537 or visit us at Summit Fire Station 32, 8905 N. Koch Field Rd, Flagstaff, AZ 86004. Our office hours are Monday – Friday, 8:00 am – 4:00 pm.

Documents to Read	
	General Application Information
	Mission Statement
	Who the Summit Fire District is Seeking
	Important Information for Applicants
	Applicable Job Description (available by request at 928-526-9537)
	Opportunity Announcement (if available for current positions opening/s)
	Applicant's Statement

Documents to Provide with Your Application	
	Copy of your High School Diploma, GED, or evidence of higher education (e.g. Diploma, Transcripts, etc.)
	Current 39-month Driving Record from the Motor Vehicle Department (MDV)
	Copies of certification documents to validate minimum requirements, training, and experience (FFI & II, EMT Basic, etc.)

It is the policy of the Summit Fire District to promote and ensure equal employment opportunity for all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, genetic information, or any other bias that is prohibited by law. In accordance with Civil Rights Act, Americans with Disabilities Act, Age Discrimination in Employment Act, Equal Pay Act, and Arizona Civil Rights Act, as each has been amended, the District will not tolerate discrimination in any aspect of employment, including; hiring and firing; compensation, assignment, or classification of employees; transfer, promotion, layoff, or recall; job advertisements; recruitment; testing; use of emergency facilities; training and career development programs; benefits; or other terms, conditions or privileges of employment.

Please Sign and Attach This Checklist to the Front of Your Application	
Applicant's Signature	Date

For Office Use	
Received by	Date



Summit Fire District

Administrative Offices *8905 N. Koch Field Rd*Flagstaff, AZ 86001*928-526-9537

Application

Applicant Information Please print legibly in ink or complete this application online		
Last Name:	First Name:	Middle Name:
Address:		Apt/Unit #:
City:	State:	Zip:
Phone Number:		Other Phone Number:
E-mail Address:		
Are you a citizen of the United States <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, are you authorized to work in the U.S? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a valid Arizona Drivers License? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have dependable transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No		May you use your vehicle for business purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever worked for Summit FD? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, when & what position?
Are you related to any Summit FD employees? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, name and relationship.
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please explain.

Military Service		
Branch:	From:	To:
Rank at Discharge:	Type of Discharge:	
If other than honorable, please explain.		

Employment Information and Availability	
Position(s) you are applying for:	Desired Compensation:
I am interested in working: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer <input type="checkbox"/> Resident Volunteer	
I am willing to work: <input type="checkbox"/> 24 hour shifts <input type="checkbox"/> Nights <input type="checkbox"/> Weekends <input type="checkbox"/> Overtime	
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when could you be available to work?
List any limitations to your availability:	

Business Skills

I am proficient using the following office and communication equipment:

Personal Computer Multi-line Phone System

Printer/Copier/Fax Two-Way Radio

Ten Key Adding Machine Paging System

Document Binder Postage Machine

I am proficient using the following application software:

Microsoft Word Microsoft PowerPoint

Microsoft Excel Firehouse

Microsoft Outlook Quickbooks

Microsoft Access Desktop Publishing

Education

High School:	From	To:
City & State:	Did you Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Awards, Extracurricular Activities, Etc.:		
College/University:	From:	To:
City & State:	Did you Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Awards, Extracurricular Activities, Etc.:		
College/University:	From:	To:
City & State:	Did you Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Awards, Extracurricular Activities, Etc.:		
Other:	From:	To:
City & State:	Did you Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course of Study.:	How many years did you complete?	

References - Please list three professional references.

Full Name:	Relationship:	Number of years known?
Company:	Phone Number:	
Address:		
Full Name:	Relationship:	Number of years known?
Company:	Phone Number:	
Address:		
Full Name:	Relationship:	Number of years known?
Company:	Phone Number:	
Address:		

Previous Employment – Account for 10 years of your employment history. Please explain any gaps in employment.

Current or Last Employer Phone Number: May we contact?
 Yes No

Address:

From: To: Starting Wage: Ending Wage:

Job Title: Supervisor:

Job Duties/Responsibilities:

Reason for Leaving:

Current or Last Employer Phone Number: May we contact?
 Yes No

Address:

From: To: Starting Wage: Ending Wage:

Job Title: Supervisor:

Job Duties/Responsibilities:

Reason for Leaving:

Current or Last Employer Phone Number: May we contact?
 Yes No

Address:

From: To: Starting Wage: Ending Wage:

Job Title: Supervisor:

Job Duties/Responsibilities:

Reason for Leaving:

Current or Last Employer Phone Number: May we contact?
 Yes No

Address:

From: To: Starting Wage: Ending Wage:

Job Title: Supervisor:

Job Duties/Responsibilities:

Reason for Leaving:

Current or Last Employer Phone Number: May we contact?
 Yes No

Address:

From: To: Starting Wage: Ending Wage:

Job Title: Supervisor:

Job Duties/Responsibilities:

Reason for Leaving:

Additional Professional Skills

Please list any additional experience; qualifications, professional certification, technical or clerical skills relevant to this position.

Physical Ability

Please explain any reasonable accommodations that may enable you to perform the essential functions of this position.

Applicant's Statement

1. All information given by me in this application is true and correct. False information (misrepresentation of omission of information) is a basis for dismissal. I authorize investigation of all information contained herein and specifically authorize the employers and references to give you any and all information concerning me and by doing so release all persons from any liability for any damage that may result from furnishing same to you.
2. In consideration for my employment or volunteer service, I agree to conform to the Summit Fire Department's policies, practices, rule/regulations and guidelines, which may be changed from time to time. I agree to help maintain a positive work atmosphere by behaving and communicating in a manner that gets along with customers, clients, co-workers and supervisors. I further agree that my position (and the terms and benefits provided to me) is not intended to and does not constitute any contractual relationship, is for no definite period of time, and is terminable by myself or the Summit Fire District with or without notice or cause. No oral statements or representations made either before or during employment or volunteer service can change or modify this non-contractual and at-will relationship.
3. In further consideration for my employment or volunteer service, I understand and agree that there are other forms, statements and provisions that must be completed and agreed to, and those forms, statements and provisions will be part of this application and will be included within my personnel records.

Applicant's Signature:

Date:

THIS APPLICATION WILL BE GIVEN EVERY CONSIDERATION, BUT ITS RECEIPT DOES NOT IMPLY THAT THE APPLICANT WILL BE INTERVIEWED, ACCEPTED INTO VOLUNTEER SERVICE, OR EMPLOYED.