

**Basalt & Rural Fire Protection District**  
**1089 JW Drive, Carbondale CO 81623**  
**Phone (970) 704-0675 • Fax (970) 704-0625**



**APPLICATION FOR EMPLOYMENT**

**Statement of Policy**

Employment with the Basalt & Rural Fire Protection District is based on individual merit. Employment opportunities are open to all, without regard to Race, Color, Religion, Creed, National Origin, Ancestry, Sex, Veteran status, Pregnancy, Age, Sexual Orientation (incl. transgender status), and Physical or Mental Disability.

**Note to Applicants**

The careful and thoughtful completion of this application is an important step in our consideration of individuals for employment. Therefore, you must complete the entire application fully and honestly. If you do not, you will not be considered for employment. It is understood that false statements on this application may, at any time during your employment if you are employed, result in your termination. Your application must specify the position for which you are applying. Please print in ink and use your own handwriting. If you need additional space for any of your answers, please use the backs of the pages of this application and indicate in the space provided for your answer that it is continued on the back of the page.

.....  
Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_ Yes \_\_\_ No  
(If offered employment, you will be required to provide documentation to verify eligibility.)

Are you over 18 years old? \_\_\_ Yes \_\_\_ No  
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Position for which you are applying (use specific title):  
\_\_\_\_\_

Date available to begin work: \_\_\_\_\_

Date of application: \_\_\_\_\_

**Former Employers**

List your last four employers below, starting with the current or most recent one.

Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Mo/Yr Mo/Yr

Ending Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Description of Duties

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Mo/Yr Mo/Yr

Ending Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Description of Duties

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Mo/Yr Mo/Yr

Ending Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Description of Duties

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Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Mo/Yr Mo/Yr

Ending Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Description of Duties

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Reason for Leaving \_\_\_\_\_

If presently employed, may we contact your employer prior to completion of the hiring process?

Yes \_\_\_\_\_ No \_\_\_\_\_

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**Work Experience**

Respond only to the specific inquiries below which are relevant to the position for which you are applying. Feel free to supplement your answers with a resume and/or other pertinent documents.

**VOLUNTEER/RESPONDER POSITIONS**

Describe nature and extent of relevant Firefighting/ EMS experience:

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**STAFF POSITIONS**

Computer programs with which you are familiar:

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Typing speed: \_\_\_\_\_ WPM

Office equipment with which you are familiar:

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Describe nature and extent of bookkeeping/accounting experience:

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Describe nature and extent of management experience:

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Describe any other skills or experience you have which you feel is relevant to the position for which are applying:

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**EDUCATION**

High School: Diploma: \_\_ Yes \_\_ No    G.E.D.: \_\_ Yes \_\_ No

High School Name/Location:

\_\_\_\_\_

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

College/Vocational School Name/Location:

\_\_\_\_\_

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

Major/ Areas of Specialization:

\_\_\_\_\_

\_\_\_\_\_

Other Schooling Name/Location:

\_\_\_\_\_

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

Major/Areas of Specialization:

\_\_\_\_\_

\_\_\_\_\_

Other formal education, trade school, training, etc. which you feel is relevant to the position for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL LICENSE OR MEMBERSHIP:**

Type of License(s) Held \_\_\_\_\_

License Number \_\_\_\_\_ License Expiration Date \_\_\_\_\_ Other

Professional Memberships \_\_\_\_\_

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

**Personal References**

Supply the names of individuals who can give the District information regarding your character, abilities and experience.

1. Name/Address:

\_\_\_\_\_

Phone: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Occupation:

\_\_\_\_\_

2. Name/Address:

\_\_\_\_\_

Phone: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Occupation:

\_\_\_\_\_

3. Name/Address:

\_\_\_\_\_

Phone: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Occupation:

\_\_\_\_\_

Have you ever been convicted of a crime (other than a minor traffic offense)? Yes \_\_\_\_\_ No \_\_\_\_\_

(Note: An answer of “yes” does not automatically disqualify you from consideration for employment)

If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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I certify that the information furnished on this application is true and correct. I understand and agree that any falsification, misrepresentation, misleading statements or omissions of facts on either this application or during the pre-hire process, will be sufficient reason for not being offered employment or for dismissal at any time from the service of the District if employed. In addition, I authorize my former employers to provide to the Basalt & Rural Fire Protection District information regarding my employment, including and in addition to the information set forth in this application, and I release all parties from any liability for any damages which may result from furnishing information in connection with my application for employment. I agree to conform to all Basalt & Rural Fire Protection District policies, rules and regulations if employed. I understand and agree that if employed by the Basalt & Rural Fire Protection District, my employment will be on an “at-will” basis, which means that I have the right to terminate my employment at any time, with or without advance notice, and the Basalt & Rural Fire Protection District has the same right.

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

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

**This application for employment is good for 90 days only. Consideration for employment after 90 days requires a new application.**