



MESCAL-J6 FIRE DISTRICT

448 N. Warren Rd. Benson, AZ 85602

Phone (520)586-4690 Fax (520)586-8598

NON-OPERATIONAL SUPPORT APPLICATION INSTRUCTIONS

The following documents must be included with your signed, completed application:

1. A current 39-MONTH UN-CERTIFIED DRIVER LICENSE MOTOR VEHICLE RECORD shall be submitted with your completed application. You may obtain this record at any official motor vehicle department office, or their website <http://www.servicearizona.com>. Select "Motor Vehicle Record" in the text box labeled *Other Services*. The fee for each MVR is \$3.00. Your report must not be more than 30 days old at the time of application. **The applicant is responsible for all fees necessary to obtain these documents.**
2. Submit front and back copies of your Arizona DRIVER'S LICENSE, CPR OR FIRST AID cards (if applicable).
3. Include copies of any educational records, special certifications, etc.

Mail your completed application and the documents listed above to:

Mescal-J6 Fire District
Attention: Human Resources
448 N. Warren Road
Benson, AZ 85602

***Applications must be postmarked no later than 1700 hours, Thursday, July 25th, 2019.
Incomplete applications / applications postmarked after the deadline will be rejected.***

←—————→
Saturday, August 3rd

Interview- 0900 hours until finished at MJFD Administration Multipurpose Room
98 N. Oak Drive Benson, AZ 85602

If you're willing to serve your community, we have a spot available for you! We need an on-call photographer, a landscape designer, clerical assistance, etc.



MESCAL-J6 FIRE DISTRICT

Employment Application

APPLICANT INFORMATION									
Last Name			First			M.I.		Date	
Street Address						Apartment/Unit #			
City				State		ZIP			
Phone			E-mail Address						
Date Available			Social Security No.						
Position Applied for									
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?					
Do you possess a valid AZ driver license?		YES <input type="checkbox"/>	NO <input type="checkbox"/>						
EDUCATION									
High School		Address							
		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
College		Address							
		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
Other		Address							
		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
<i>Please submit copies of your fire, medical, and other relevant certifications with this application</i>									
REFERENCES									
Full Name				Relationship					
Company				Phone					
Address									
Full Name				Relationship					
Company				Phone					
Address									
Full Name				Relationship					
Company				Phone					
Address									

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
MILITARY SERVICE			
Branch		From	To
Rank at Discharge		Type of Discharge	
If other than honorable, explain			
LIST SPECIAL SKILLS, EXPERIENCE AND/OR DESCRIBE WHAT YOU WOULD LIKE TO DO AS A VOLUNTEER			



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PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.

By signing below, I certify that each of the statements contained in my application are truthful and accurate to the best of my knowledge. Further, I understand that all information contained on the application is subject to verification, including, but not limited to, checking work references, driving records, criminal conviction records, obtaining fingerprint clearance, and verifying educational attainment. My signature affirms that I further release and hold harmless the Mescal-J6 Fire District from any and all liability that may potentially result from the use and/or release of all such information they obtain.

In signing below, I authorize The Mescal-J6 Fire District to conduct such background verifications to the extent consistent with applicable law.

Signature of Applicant

Date

Applicant's Name - Printed



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Non-Operational Volunteer Job Description

The primary function of a Mescal-J6 Non -Operational Volunteer is to support the mission of the Mescal-J6 Fire District by performing functions other than fire suppression, emergency medical services, rescue or similar activities that require the volunteer to enter a hazardous area in order to complete their assigned task . The Non-Operational Volunteer requires no previous experience, certifications, or special education; the primary requirement is a desire to serve their community.

Essential Functions

Essential Functions are not intended to be an exhaustive list of all or every responsibility, duty and skill. They are intended to be accurate summaries of the tasks available to Non-Operational Volunteers.

- Delivers food & drinks and/or supplies to the cold zone of extended incidents.
- Picks up and delivers station mail;
- Performs clerical duties
- Posts meeting agendas
- Photographs operations and training from the cold zone.
- Cleans equipment and apparatus after returning from a fire;
- Inspects equipment and apparatus and notifies superior officer of any defects;
- Makes minor repairs to equipment and apparatus, performs routine preventative maintenance tasks, and keeps records of such action;
- Keeps fire station, equipment and grounds in a clean and orderly condition;
- Participates in training activities and instruction sessions as necessary;
- Acquires and retains a thorough knowledge of the District, including streets, buildings, water supply, unusual hazards and related items;
- Performs various public information or education tasks;
- Enters inspection records, training sessions, and equipment inventories into an approved records management system;
- Performs all work duties and activities in accordance with District policies and procedures;
- Works in a safe manner and reports unsafe activity and conditions. Follows District safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the District's Safety Handbook.

Other Duties and Responsibilities:

- Deals with social service related areas of emergency response by assisting victims and relatives of victims of traumatic events.
- Completes other non-hazardous tasks as assigned.

Knowledge, skills and abilities

Knowledge of:

- The geography of the Mescal-J6 Fire District and surrounding areas, (or the ability to quickly learn this information), including the streets system, the layout and location of public utilities and commercial buildings.
- Microsoft operating systems and office suite software.



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Ability to:

- Successfully meet the Mescal-J6 Fire District's physical agility requirements and pass entry exams;
- Work within a command structure requiring strict adherence to the following of orders;
- Work in a team environment, occasionally under extremely stressful situations;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Learn and correctly apply routine division and department policies and procedures;
- Read, comprehend, and follow simple oral and written instructions; and to understand and apply available guidelines to varied operational requirements;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Operate a personal computer using program applications appropriate to assigned duties;
- Communicate effectively both orally and in writing, with the public and other employees.

Supervision Received:

The work is performed under the direct supervision of a Fire Lieutenant or Fire Captain.

Supervision Exercised:

None

Minimum qualifications to be a Mescal-J6 Non-Operational Volunteer

- High school diploma or GED equivalency; and
- Must be at least 18 years of age at the time of application;
- Possess a valid Arizona Driver License w/ no more than two moving violations in a five-year period.
- Ability to successfully pass a background investigation.
- Successfully pass a pre-employment physical (paid for by MJFD)
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Educational Requirements to be obtained within one year of hire:

- ICS-100- Introduction to the Incident Command System
- IS-700- Intro to the National Incident Management System
- IS-800- National Response Framework (NRF), an Introduction

Essential Physical Abilities

The primary duties of this class are performed in a work environment in which the employee is not subject to potential personal danger. Therefore, the following physical abilities are deemed essential:

- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to effectively perform assigned tasks;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate vehicles and office equipment.