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|  |  |  **Blue Ridge Fire District****Policy and Procedure** |  | General Order Number **C309** |  |
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|  | Subject:**Background Investigations****Of Applicants** | Effective Date:**April 1, 2015** |  Total Pages:**1** |  |
| Board Approval Date:**March 21, 2015** | Rescinds: |  |
|  | Application:**All District Personnel** | *Signed into effect as authorized by the Board of Directors*John Banning, Fire Chief |  |
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1. The Fire Chief or his designated representative shall conduct background investigations and reference checks on all potential applicants prior to any offers of employment being extended. This shall be done to verify past employment history and to secure personal and professional references. This step shall only be taken if the applicant has submitted a signed application for and a release form allowing the District to conduct a background investigation.
2. Although prior criminal convictions shall not be automatically disqualify an applicant for employment, a background investigation shall be thoroughly reviewed and the Fire Chief shall make an appropriate determination on an individual case basis. If a criminal conviction(s) will prevent certification of a state and/or national required training an applicant will not be considered for hire.
3. On or before the new candidate’s first day of employment, all necessary new hire paperwork shall be completed. At such time, the employee shall be required to comply with the provisions of the policy entitled “Immigration Reform and Control Act (IRCA) of 1986.”
4. All employees shall be required to take an Oath of Office prescribed by the District affirming that one will support and defend the constitution of the United States and the State of Arizona.
5. New employees shall be oriented to their position, the department, and the District as a whole. The orientation shall be the joint responsibility of the supervisor and/or the Fire Chief or designee.