



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

WAREHOUSE TECHNICIAN

The Central Arizona Fire and Medical Authority (CAFMA) is now accepting applications for the position of Warehouse Technician.

Starting Wage Range
\$17.55/hr. to \$21.39/hr. DOE

WORK PERFORMANCE SUMMARY: Under the direction of the Warehouse Manager, the Warehouse Technician performs a variety of routine warehouse duties. Duties include performing the processes of receiving goods, assisting with inventory management, filling and delivering orders, and tracking inventory utilizing software. Forklift experience is desired. The Warehouse Technician must be courteous, possess great internal and external customer service skills, and demonstrate effective oral and written communication skills.

The successful candidate must possess basic computer skills and a working knowledge of office software applications, such as Microsoft Word, Excel and Outlook, be familiar with a variety of warehouse field concepts, practices, and procedures, have general knowledge of inventory record keeping and inventory practices, as well as the ability to work independently.

This is a forty hour per week non-exempt position, with the typical work week consisting of four 10-hour work days, scheduled Monday through Thursday. (The Administration office is closed on Fridays.) This is a non-tobacco use position. This position is covered under the Arizona State Retirement System (ASRS) and does not participate in Social Security. CAFMA provides a subsidy to assist with the mandatory ASRS contribution, which is included in the wage listed above.

To be considered for this position a completed application must be submitted. Only complete applications will be considered. Resumes will not be accepted in lieu of a completed application.

Candidates can expect the testing process to consist of a skills test, followed by an oral interview. Only the most qualified candidates as determined by a review of the applications will be invited to participate in the testing process. Specific dates and times for testing will be provided to those candidates after the application period has closed. The final selection will be made by the Fire Chief.

Applications are available from our website, at www.cazfire.org, or picked up in person at our Administration office, located at 8603 E Eastridge Dr., Prescott Valley. Applications must be received or postmarked by March 18, 2020 at 5:00 p.m. in order to be considered. Applications will only be accepted in person or via regular mail. **Faxed or emailed applications will not be accepted.** For questions, please contact Human Resources at (928) 772-7711.

PLEASE NOTE: CAFMA will provide reasonable accommodations in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process. Please notify Human Resources if accommodation is requested.

CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER

8603 E Eastridge Dr. ▪ Prescott Valley, Arizona 86314
Phone: (928) 772-7711 ▪ www.cazfire.org



PJ6002 Job Description: Warehouse Technician I

Created/Revised: 8-21-12 / 6-16-15

Reviewed: 6-16-15

Division: Planning and Logistics
Reports To: Warehouse Manager
FLSA Status: Nonexempt
Salary Level: Warehouse-Range 3
Classification: Uniform or Civilian

SUMMARY Under supervision of the Warehouse Manager, receives, unpacks, checks, and stores materials. Fills requisitions and makes deliveries. May operate fork lift. Performs other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Perform the processes of receiving goods, assets, and inventory at the warehouse.
- Fill and deliver orders.
- Understand the electronic record keeping process for inventory.
- Ensure compliance with Federal, State, and Local material handling, shipping, and receiving requirements.
- Provide input as requested by the Warehouse Manager for annual budget development for the warehouse.
- Maintain OSHA safety processes for self.
- Interact with the public in a positive manner that exemplifies the District's mission.
- Attend all mandatory training and scheduled meetings for the assigned position.
- Ability to appropriately prepare, manage, store and locate the written records of the District, especially those generated or received by the member, including, but not limited to, all books, papers, maps, photographs, e-mails, notes and all other written documents within the member's job function; to ensure that all such records are kept in compliance with the records management requirements and public records obligations of the State of Arizona and the District and to be able to quickly locate and retrieve the same as part of a public records request.
- Required to qualify for and maintain "Meets Standards" on member's evaluations.
- Performs related duties as assigned.

SUPERVISORY RESPONSIBILITIES None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The job involves considerable contact with others, both inside and outside the District, as they perform a wide variety of duties and responsibilities. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Familiar with a variety of the warehouse field concepts, practices, and procedures.



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- Basic computer skills such as Excel, Word, and Access are required for records and planning. Skill in inventory control, OSHA standards of safety, forklift operation, and training.
- Knowledge of inventory record keeping and inventory practices. Ability to document activities and maintain records.
- Ability to work independently, as well as, establish and maintain harmonious relations with others both inside and outside the District.

EDUCATION and/or EXPERIENCE High School diploma or its equivalent with 1-2 years' experience in the field or in a related area preferred. A combination of education, training, experience, skills, and abilities will be considered. Must be able to perform essential functions.

LANGUAGE SKILLS Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Write routine reports and correspondence. Speak effectively with members of the organization. Ability to communicate effectively in English, both orally and in writing.

MATHEMATICAL SKILLS Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Calculate figures and amounts such as proportions, percentages, area, circumference and volume. Apply concepts of basic algebra and geometry.

REASONING ABILITY Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Possess a valid State of Arizona Driver's License and maintain a driving record that supports insurability with District's insurer.
- Obtain OSHA compliant forklift certification within two months.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is regularly required to stand and walk; use hands to finger, handle or feel; reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl; and talk, hear, taste, and smell. The member is occasionally required to sit.

The member must regularly lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable



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accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is regularly exposed to moving mechanical parts. The member is frequently exposed to high, precarious places, outside weather conditions, and vibration. The noise level in the work environment is usually moderate. Also requires occasional exposure to adverse environmental conditions due to work performed in a shop environment and outdoors such as inclement weather, extreme temperatures, dim lighting, dust, noise, and all other environmental adversities that may be encountered in the performance of the essential functions. Requires manual dexterity, close attention to detail, and may require working under stress due to deadlines and other internal organizational pressures.

DISCLAIMER The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the member and is subject to change by the employer as the needs of the employer and the job requirements change.



CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY

The Central Arizona Fire and Medical Authority (CAFMA), the first Fire Authority in the State of Arizona, was formed through an Intergovernmental Agency Agreement between the Central Yavapai and Chino Valley Fire Districts on October 15, 2015. Full integration as one agency, CAFMA, occurred on July 1, 2016. Our organization is guided by our Mission, Vision and Values, as detailed below.

Mission:

Protecting life and property through prevention and response

Vision:

To be a progressive Fire Service leader in Arizona through leadership, cooperation and innovation

Values:

We strive to serve our internal and external customers with **PRIDE**

Professional - To adhere to the highest standards of our profession and adopt best practices

Respect - We believe in the basic dignity of every individual and all members of the community and organization

Integrity - We are honest and accountable

Dedication - Committed to quality, reliable and respectful service delivery

Excellence - Demonstrate high level of knowledge and skill in all aspects of our profession

CAFMA staffs ten full-time and two reserve stations covering approximately 365 square miles of Yavapai County. We are nestled between the Bradshaw and Mingus Mountain ranges with elevations that range from 4300 ft. near the head of the Verde River to 6500 ft. in Highland Pines. Our coverage area encompasses approximately 100,000 residents between the communities of Chino Valley, Prescott Valley, Dewey-Humboldt and unincorporated Yavapai County.

Our organization is divided into four sections:

FIRE PREVENTION	ADMINISTRATION	PLANNING & LOGISTICS	OPERATIONS
Public Education	Human Resources	Fleet Maintenance	Structure Fire Suppression
Business Inspections	Finance	Technical Services (Network, Radio Communications, GIS)	Emergency Medical Services
Plan Review	General Administration	Facilities Maintenance	Training
Code Enforcement		Warehouse (purchasing)	Public Service
Fire Investigation			Wildland Fire Suppression
			Special Operations

Each section is supervised by an Assistant Chief, who is managed by the Fire Chief. The Fire Chief is supervised by an elected five-person Fire Board.

Work Schedule

Personnel in Operations work a 3-4 schedule (three 24-hour shifts with a day off in between each, and then four days off in a row.) The Operations Division runs three different shifts to provide around-the-clock coverage. Remaining divisions have a schedule based on a 40-hour work week. That schedule typically consists of four 10-hour days, occurring Monday through Thursday. Most non-operations divisions are closed on Fridays.

Compensation

Compensation for all positions is based on a regular market analysis, and you will find that the wage is typically higher than the market average.

Annual performance increases are given in conjunction with performance evaluations, and new employees are placed on probation for the first year of employment.

Benefits

- Retirement: Public Safety Personnel Retirement System (PSPRS) for operations staff; Arizona State Retirement System (ASRS) for civilian employees.
- Employees receive health, dental, vision, disability and life insurance. Subsidized dependent coverage is available for purchase by the employee.
- 10 paid holidays
- Paid vacation and sick leave, with accruals based on years of service.
- Sick leave buy-back program
- Bereavement/emergency leave
- Employee assistance programs
- Deferred compensation program
- Educational assistance program
- Uniform allowance



Central Arizona Fire and Medical Authority
8603 E Eastridge Dr.
Prescott Valley, AZ 86314

(928) 772-7711

www.cazfire.org

EMPLOYMENT APPLICATION

Read the following instructions carefully before completing application:

All requested information must be furnished, including information requested on supplemental questionnaires. The information you provide will determine your eligibility and qualifications for employment or further examination. If a category does not apply, write **N/A** for Not Applicable. When completing "Employment History," fill in **ALL** spaces accurately and completely. Include all related employment, volunteer and military work experience. **DO NOT WRITE "SEE RESUME"**. All information contained on the application is subject to verification. Any omission, misstatement or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or discharge.

POSITION APPLYING FOR: _____

DATE: _____

GENERAL INFORMATION

(Please type or print legibly with ink)

NAME _____
(Last name) (First name) (Middle name)

HOME ADDRESS: _____
(Street) (City) (State) (Zip code)

MAILING ADDRESS: _____
(Street/PO Box) (City) (State) (Zip Code)

PHONE: _____ MSG PHONE: _____ EMAIL: _____

EMERGENCY CONTACT NAME: _____ PHONE: _____

Are you at least 18 years of age? YES NO

Have you applied for a position with CAFMA, Central Yavapai Fire District or Chino Valley Fire District in the past? YES NO

Have you been employed by CAFMA, Central Yavapai Fire District or Chino Valley Fire District in the past? YES NO

How did you learn of this job opportunity?

GENERAL INFORMATION continued...

Date available for work _____

Do you have a legal right to work in the U.S.? YES NO

If yes, you will need to show proof of work eligibility to be employed.

EDUCATION

Do you have a High School Diploma or G.E.D.? YES NO

Name of school _____

City _____ State _____

List colleges, universities, trade or business schools attended or any other training:

College/University (circle highest completed) 1 2 3 4 5 6

Name _____ Location _____

Major _____ Degree _____

Name _____ Location _____

Major _____ Degree _____

TRAINING

List position-related licenses, registrations, certificates or professional memberships.

Description	Number	Expires
-------------	--------	---------

_____	_____	_____
_____	_____	_____
_____	_____	_____

List any other skills that you possess relating to the position applying for:

Indicate with an "X" on the job experience in the following:

Firefighter Engineer Captain Fire Marshal Fire Inspector
 EMT Paramedic Wildland Hazardous Materials _____

Other skills:

Receivables Payables Payroll processing Multi-line phones Filing
 Customer service Writing correspondence Meeting minutes
 Computer proficiency: Word Excel Access Powerpoint Publisher

EMPLOYMENT HISTORY

Applicant **must account for entire work history**, especially any gaps in employment. Please provide a **complete explanation for employment gaps**. Begin with your most recent position. List all jobs held whether paid or volunteer. Additional work history forms should be copied if needed.

Current or Most Recent Employer Name _____

Telephone _____

Address _____

City/State _____

Zip Code _____

Starting position _____

Start date _____

Starting salary _____

Supervisor's Name _____

Ending position _____

End date _____

Ending salary _____

Supervisor's Name _____

May we contact your employer?

YES

NO

List job duties:

Reason for leaving:

Previous Employer Name _____

Telephone _____

Address _____

City/State _____

Zip Code _____

Starting position _____

Start date _____

Starting salary _____

Supervisor's Name _____

Ending position _____

End date _____

Ending salary _____

Supervisor's Name _____

List job duties:

Reason for leaving:

EMPLOYMENT HISTORY continued...

Applicant **must account for entire work history**, especially any gaps in employment. Please provide a **complete explanation for employment gaps**. Begin with your most recent position. List all jobs held whether paid or volunteer. Additional work history forms should be copied if needed.

Previous Employer Name _____

Telephone _____

Address _____

City/State _____

Zip Code _____

Starting position _____

Start date _____

Starting salary _____

Supervisor's Name _____

Ending position _____

End date _____

Ending salary _____

Supervisor's Name _____

List job duties:

Reason for leaving:

Previous Employer Name _____

Telephone _____

Address _____

City/State _____

Zip Code _____

Starting position _____

Start date _____

Starting salary _____

Supervisor's Name _____

Ending position _____

End date _____

Ending salary _____

Supervisor's Name _____

List job duties:

Reason for leaving:

EMPLOYMENT HISTORY continued...

Applicant **must account for entire work history**, especially any gaps in employment. Please provide a **complete explanation for employment gaps**. Begin with your most recent position. List all jobs held whether paid or volunteer. Additional work history forms should be copied if needed.

Previous Employer Name		Telephone	
Address		City/State	Zip Code
Starting position	Start date	Starting salary	Supervisor's Name
Ending position	End date	Ending salary	Supervisor's Name
List job duties:			
Reason for leaving:			

Previous Employer Name		Telephone	
Address		City/State	Zip Code
Starting position	Start date	Starting salary	Supervisor's Name
Ending position	End date	Ending salary	Supervisor's Name
List job duties:			
Reason for leaving:			

If you need more space for Employment History, please photocopy this page.

GENERAL HISTORY

Please provide a list of all previous residences:

City	County	State	Length of time
City	County	State	Length of time
City	County	State	Length of time
City	County	State	Length of time
City	County	State	Length of time

Have you been employed by or affiliated with any other Fire Department, Fire District, Rescue, or Ambulance Company – whether on a paid-full time, on call or volunteer basis?

YES NO

If so, please provide the following information:

Name of Organization	Dates	In what capacity – FT/PT/Volunteer?
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APPLICATION QUESTIONS

Please provide complete answers to the following questions. Investigation into YES answers will only occur after an offer of employment has been extended. Your complete written explanation will assist the employer in determining your qualifications and suitability for employment. Convictions of a criminal offense will be reviewed thoroughly and can have a bearing on one's employment. Attach additional sheets if necessary. Any omission, misstatement or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or discharge.

Have you ever been convicted of, admitted committing, are awaiting trial, or have been placed on probation for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer YES even if the matter was later dismissed, deferred, vacated, expunged or had any other legal action taken that may have removed the matter from court records. If you answer YES, please provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

YES NO Explanation:

Have you ever been dismissed, fired or released from any position, paid or volunteer, held for any length of time, resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer YES even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer YES, please provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.

YES NO Explanation:

Have you ever had any license or certificate of any kind revoked, suspended, placed on probation, or have you in any way been sanctioned, or is any charge or complaint now pending against you? If you answer YES, you must provide the dates of the proceedings, name, address and telephone number of the agency or licensing body where proceedings took place, a statement of the accusations against you and the final disposition.

YES NO Explanation:

Are you now being investigated for any reason by any licensing, certification or other regulatory body or by your current or any previous employer? If you answer YES, you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you.

YES NO Explanation:

CERTIFICATION, AUTHORIZATION, RELEASE AND WAIVER

READ CAREFULLY BEFORE SIGNING

I certify that the information given by me in this Employment Application is true and complete and I understand and agree that the application process or my employment with CAFMA may be immediately discontinued if misrepresentations, falsified statements or material omissions are found to have been made. I authorize investigatory agencies, schools, former employers and former supervisors to provide any and all information pertinent to my employability, and hereby release those providing such information from any liability for doing so.

I understand that employment, if offered, is contingent upon satisfactory results of a drug screening, employment verification, federal and state criminal background check utilizing fingerprint analysis, motor vehicle report and physical and psychological examination (if applicable) as required by the Agency, and I hereby give my consent to such background investigation, and I understand that I have the right to request a review of criminal history findings by making a written request. I also understand that employment, if offered, is contingent upon my providing additional information for employee record purposes and upon my providing proof of identity and lawful authorization to work in the U.S. and completion of a Form I-9.

I also understand that CAFMA, being an at-will employer, may terminate my employment at any time, with or without cause and without liability and that my employment does not constitute a contract of employment between myself and the Agency. I will comply with and be governed by all federal and/or state laws, and District policies, rules, and procedures as may be in effect. If requested by the management at any time, I agree, while on Fire Authority property, to submit to the search of my person, possessions, cars, or of any locker that may be assigned to me, and I hereby waive all claims for damages on account of such examination.

I may be required to take a physical examination, at company expense, at any time, to determine if I am physically fit for the job I am to perform, including drug testing for probable cause, random testing, or pre-employment screening. I authorize any physician or hospital to release any information to the Fire Authority which may be necessary to determine my ability to perform the duties of a job I am being considered for, prior to employment, or in the future, during employment with the company, including drug testing information.

I further understand that this is an application for employment only and that no employment contract of any kind is being offered or implied. I understand that if I am employed, such employment is for an indefinite period of time and that the company can change wages, benefits and conditions at any time.

In submitting this application, I further understand that all application materials provided become public record and the property of the Central Arizona Fire and Medical Authority and will not be returned. Public records are required by law to be made available during normal business hours to any person upon proper request, including the news media.

I have read and understand the above:

Signature

Date

The Central Arizona Fire and Medical Authority is an Equal Employment Opportunity/
Affirmative Action Employer.

RELEASE AUTHORIZATION

This document authorizes this employer, or its research agent, to seek and/or verify specific information about my background. I understand that this authorization applies after I have received a conditional offer of employment. I understand that this release authorization will remain in effect for the duration of my employment unless I revoke this release authorization in writing.

I specifically authorize that background information may be sought in the following areas, and agree to release from any liability the agencies, prior employers, individuals or other entities which provide the information to the client to the extent that the information given is true and accurate:

- A. Criminal conviction records in any jurisdiction;
- B. Driving record in any state;
- C. Educational and Professional Certification records in any jurisdiction;
- D. Work performance, attendance and job related information.

I agree to assist in this effort by contacting former employers, if requested, and asking for full disclosure of my employment history.

I further understand that information obtained may be used by this employer in its sole discretion and without liability, to determine eligibility for initial or continued employment, to grant or deny me permission to enter into employer property, or that of its affiliated companies. I further understand that this information will become part of my personnel record at this employer and will be held in the confidence accorded all such records.

I acknowledge that I have read and understand this information, that the rules governing its collection and use are pursuant to the Fair Credit Reporting Act as amended by the Consumer Credit Reform act of 1996, and that any adverse action based on this information will be communicated to me in accordance with the Act. I also acknowledge that I may request review of my criminal history records by making a written request to Human Resources.

Signature

Date

The following must be filled out completely for your application to be considered. (Please print).

Last name

First name

Middle name

Other names by which you have been known and the dates those names where used.

Home address

City/State

Zip

Driver's license number

State of issue

CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY
8603 E EASTRIDGE DR
PRESCOTT VALLEY AZ 86314
(928) 772-7711

CURRENT/PREVIOUS EMPLOYER REFERENCE REQUEST

Applicant Section: Fill out entire TOP portion of form. Complete one form each for your three (3) most recent employers. Sign the form where indicated to authorize the release of this information to us. We will only contact your employers after you have received a conditional offer of employment. Please leave this form attached to your application, and do not give it to your previous employers.

Current or previous employer name: _____

Company address, City, State, Zip: _____

Supervisor: _____ Phone: _____ Fax #: _____

Applicant name: _____ Social security number: _____

Your position at the above named company: _____

Dates of employment: from _____ to _____

Reason for leaving: _____

Applicant signature: _____ Date: _____

Employer section: To be completed by CAFMA HR.

Name & title of person responding to this request: _____

Signature: _____ Contact phone: _____

Does the above information (position, dates of employment, reason for leaving) agree with your records?

____ YES ____ NO If no, please explain: _____

Would you rehire? ____ YES ____ NO If no, please explain: _____

Please rate the applicant's job performance:

Characteristic	Excellent	Above Average	Average	Poor	Comments
Quality of work					
Quantity of work					
Attendance					
Attitude and cooperation					
Dependability					
Professional knowledge					
Interpersonal relations					
Learning ability					

Current or ending salary \$ _____ per _____ Additional comments: _____



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Applicant signature: _____ Date: _____

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Signature: _____ Contact phone: _____

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 _____ YES _____ NO If no, please explain: _____

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Please rate the applicant's job performance:

Characteristic	Excellent	Above Average	Average	Poor	Comments
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Quantity of work					
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Attendance					
Attitude and cooperation					
Dependability					
Professional knowledge					
Interpersonal relations					
Learning ability					

Current or ending salary \$ _____ per _____ Additional comments: _____

CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY
APPLICANT PROFILE

To all applicants: The Central Arizona Fire and Medical Authority is an Equal Opportunity Employer. This information is completely voluntary, filed separately from your application, and will not be used for employment decisions. We use this information to track applicant statistics for EEOC purposes. We consider applicants for all positions without regard to race, color, religion, ancestry, natural origin, sex, age, handicap, or disability or any other legally protected status. We appreciate your willingness to take the time to give us this information. Thank you.

Position applied for: _____ Date of application: _____

Gender: Male Female

Age group: 18-30 31-40 41-50 51-60 61 - plus

Ethnic group: White
Black
Hispanic
Asian or Pacific Islander
Native American
Other

Specify

Do you consider yourself to be disabled? _____

Are you a veteran? YES NO