



# STEES VOLUNTEER FIRE DEPARTMENT APPLICATION

## INSTRUCTIONS

**PAID POSITIONS:** We only accept applications for paid positions for which we are currently recruiting.

**VOLUNTEER & SCHOLARSHIP POSITIONS:** We accept applications for volunteer and scholarship positions at all times.

All positions require substantial and in-depth criminal and standards of character background checks. We do not retain other applications or hold them for future use.

Applicants must complete a separate application for each position. Once a position is filled, all applications received for that position are retired to an archive file and will not be considered for any new openings.

A resume may be attached to the employment application. However, all fields on the application must be completed. Failure to complete the application form may disqualify applicants from consideration.

After the closing date of the posted vacancy, an initial screening will take place before the application is sent to the appropriate department head. Applicants identified as potential job candidates will be notified by telephone or e-mail for an interview. Letters of notification may be sent to those not selected to complete the process. A notice of testing date and place will be sent to all qualified applicants. If you have employment application questions, you may contact the Assistant Chief P. Frank Bracken by e-mail ([recruitment@steesefire.org](mailto:recruitment@steesefire.org)) or (907) 457-3710 between the hours of 8:00 am. and 5:00 pm. Tuesday through Friday, or you may leave a message after office hours.

Applicants should mail, fax or e-mail complete applications on or before the recruitment closing date.

Mail: Steese Volunteer Fire Department  
Attn: Assistant Chief P. Frank Bracken  
800 William C. Leary Lane  
Fairbanks, Alaska 99712  
Fax: 907-457-1512  
E-mail: [recruitment@steesefire.org](mailto:recruitment@steesefire.org)

Steese Volunteer Fire Department does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, genetic information, or status as a Veteran in employment, programs, services or activities in accordance with Federal, State and Municipal laws.

**Steese Volunteer Fire Department is an  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.**

**THIS APPLICATION MUST BE COMPLETED IN FULL**

(Resumes are accepted but cannot be used as a substitute for any section of this application)

**A SEPARATE APPLICATION IS REQUIRED FOR EACH POSITION FOR WHICH YOU APPLY**

**POSITION APPLYIN FOR**

Volunteer

Scholarship (Please fill out the candidate profile on our website as well)

PAID (name of position): \_\_\_\_\_

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**APPLICANT INFORMATION**

Date of application

First Name:

Last Name:

Mailing Address:

City:

State:

Zip

E-mail Address:

Phone Number:

OTHER NAMES OR MAIDEN NAMES YOU HAVE WORKED UNDER:

Are you now or have you ever been employed by Steese Volunteer Fire Department?

Yes      No

If YES, please give title and dates:

Can you be lawfully employed in the United States? You will be required to provide, within 72 hours of hire, employment eligibility verification documents.

Yes      No

Have you ever been convicted of a felony

If YES to felony conviction, please explain on a separate sheet of paper. A conviction record will not necessarily be a bar to employment/volunteering.

Yes      No

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Social Security Number and Date of Birth must be disclosed at a later time for the purpose of any background investigation.

**The Minimum age for eligibility is 18 years.**

List relatives employed by or volunteering with Steese Volunteer Fire Department:

Name:

Job Title:

Relationship:

Name:

Job Title:

Relationship:

## EDUCATION AND TRAINING

High School Diploma      Graduation Date: \_\_\_\_\_

GED Completion      Completion Date: \_\_\_\_\_

I'm still attending High School at \_\_\_\_\_ Estimated Graduation Date: \_\_\_\_\_

## HIGH SCHOOL, GED & VOCATIONAL TRAINING SCHOOLS

Name of School:	Dates Attended:	Diploma, Degree or Certification
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## COLLEGE EDUCATION:

N/A	1 Year	2 Years	3 Years	4 Years	4+Years
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College or University Name:

Dates Attended From:      To:      Major:

Diploma or Degree

Date Received:

College or University Name:

Dates Attended From:      To:      Major:

Diploma or Degree

Date Received:

List any certifications or licenses you hold pertinent to the position for which you are applying.

**Please attache copies of your certifications.**

Title State or Licensing Agency Expiration Date

Title State or Licensing Agency Expiration Date

Classes or courses taken related to the fire services and/or EMS:

Honors or awards received:

Out of school or off work activities you participate in:

Sports you participate in:

Volunteer activities:

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Do you have a valid driver's license?

Yes No

Driver's License Number:

State:

Do you have a commercial  
driver's license

Yes No

Class:

Endorsements:

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## OFFICE SKILLS

Typing Speed (WPM)

10-Key by touch?

Yes No

Rate your proficiency with the following applications:

	Very Proficient	Proficient	Neutral	Somewhat Proficient	Not Proficient
Excel Spreadsheets					
Microsoft Word					
Google Applications					
State or Alaska Data Reporting System					

Can you work in adverse weather conditions?

Yes      No

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**PERSONAL & PROFESSIONAL REFERENCES:**

First Name

Last Name:

E-mail Address:

Phone:

Type of reference

Personal

Professional

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First Name

Last Name:

E-mail Address:

Phone:

Type of reference

Personal

Professional

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First Name

Last Name:

E-mail Address:

Phone:

Type of reference

Personal

Professional

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## EMPLOYMENT HISTORY

Begin with your present or most recent job. List all jobs separately including on-the-job training, volunteer work and military experience for the past 10 years. Please be sure to describe completely duties performed, which could demonstrate that you have the knowledge and skills to perform the duties of the job for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Incomplete applications will disqualify the applicant. The Department will conduct background checks to verify information on applications.

Name of Employer:

Address of Employer:

City:

State:

Zip

Dates employed from:

To:

Hours per week:

Employer Phone Number:

May we contact this employer?

Yes

No

Supervisors's Name:

Supervisor's Title:

Did you supervise other's in  
this position?

Yes

No

How many youth (under 18 yrs. old)?

Adult (18+ yrs. old)

Your job title:

Reason for leaving?

Duties:

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Name of Employer:

Address of Employer:

City:

State:

Zip

Dates employed from:

To:

Hours per week:

Employer Phone Number:

May we contact this employer?

Yes

No

Supervisors's Name:

Supervisor's Title:

Did you supervise other's in  
this position?

Yes

No

How many youth (under 18 yrs. old)?

Adult (18+ yrs. old)

Your job title:

Reason for leaving?

Duties:

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Name of Employer:

Address of Employer:

City:

State:

Zip

Dates employed from:

To:

Hours per week:

Employer Phone Number:

May we contact this employer?

Yes      No

Supervisors's Name:

Supervisor's Title:

Did you supervise other's in  
this position?

Yes      No

How many youth (under 18 yrs. old)?

Adult (18+ yrs. old)

Your job title:

Reason for leaving?

Duties:

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**APPLICANT CERTIFICATION**  
**(please read and sign below)**



I understand that Steese VFD is subject to the Alaska Public Records Act, AS 09.25.110. My application for employment and other documents concerning me may be subject to public disclosure under state law.

I certify that all information provided in this application and any attachments is true. I understand that any false statement made herein is sufficient reason for rejection of my application or termination of subsequent employment or membership.

I authorize Steese VFD, or entities it may employ, to investigate all statements made in this application or attachments; to contact any of my former employers, educational institutions, or any other person or organization that may have information relevant to my employment; to obtain records concerning my past work, character, education or military background; to obtain a 'consumer report' and/or 'investigative consumer report' as defined by the Fair Credit Reporting Act; to obtain driving records; to obtain any records pertaining to prior felony or misdemeanor convictions or pending felony or misdemeanor charges. I authorize that such contact or investigation may occur at any time before or during employment. I understand that I may be required to sign separate consent forms for this purpose. I understand that I will be required to furnish my Social Security Number and date of birth as information required to perform investigations and background checks.

PAID POSITIONS ONLY: I understand that no offer of salary or benefits is final until approved by the Fire Chief.

Applicant Signature:

Date:

**APPLICATION WILL BE REJECTED IF NOT SIGNED AND DATED BY  
APPLICANT**

Applications Checklist

Completed Application

Completed Background Check Form

Copy of valid driver's license

# Background Release



Background Checks for  
Volunteers by true hire

In connection with this application for my service at Steese Volunteer Fire Department, I understand that an  
(NAME OF ORGANIZATION)

investigative consumer report may be requested now by True Hire, and in the future as terms of my continued employment. This report may include information pertaining to my character, education, work history, credit history, motor vehicle records, and criminal information contained within any government agency, Federal, State, or Local. This information shall include, but not be limited to, verifying any statements made on my application.

I hereby authorize all corporations, companies, credit agencies, educational institutions, persons, law enforcement agencies, military services, and former employers to release information they may have about me to Company or its agents, and do forever release them from any liability or responsibility for doing so to the fullest extent allowed by law from any claims arising from the requested information.

If required, I specifically authorize a credit report to be obtained on myself. If required, I specifically authorize workers compensation claim information to be obtained on myself by True Hire.

I recognize and agree that a copy or facsimile of this document shall be as valid as the original and agree that this release shall be valid for this and any future update reports requested.

According to the Fair Credit Reporting Act, I am entitled to know if employment is denied based on information contained in this report, and to receive, upon written request, a disclosure of the public record information as well as the nature and scope of the investigative report.

## Confidential Information Used for Background Checking Purposes Only

PRINT FIRST NAME	MIDDLE INITIAL	LAST	SOCIAL SECURITY NUMBER	DATE OF BIRTH
DRIVER'S LICENSE NUMBER	STATE OF ISSUANCE	PHONE	EMAIL	
PRESENT ADDRESS		CITY, STATE, ZIP		COUNTY

*Please list any previous addresses you have had in the past 7 years:*

STREET ADDRESS, CITY, STATE, ZIP	COUNTY	DATES (FROM / TO)
STREET ADDRESS, CITY, STATE, ZIP	COUNTY	DATES (FROM / TO)
STREET ADDRESS, CITY, STATE, ZIP	COUNTY	DATES (FROM / TO)

*Please list any former names (i.e. maiden or otherwise) you have used in the past 7 years (including years used):*

[1] FORMER NAME	[2] FORMER NAME	[3] FORMER NAME	[4] FORMER NAME
[1] DATES USED (FROM/TO)	[2] DATES USED (FROM/TO)	[3] DATES USED (FROM/TO)	[4] DATES USED (FROM/TO)

*Please list any former felonies or misdemeanors you have been convicted of in the past 7 years:*

FELONY OR MISDEMEANOR	DATE & CHARGE	COUNTY/STATE	DISPOSITION
FELONY OR MISDEMEANOR	DATE & CHARGE	COUNTY/STATE	DISPOSITION

Sign Here

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

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