



Daisy Mountain Fire & Medical Citizen Corps Volunteer Application

Thank you for your interest in the Daisy Mountain Fire & Medical (DMFM) Citizen Corps program. Citizen Corps was developed by the Federal Emergency Management Association (FEMA) to bring together government, community leaders and citizens in emergency preparedness and resilience. DMFM supports three programs, Cadets, CERT / Fire Corps and Receptionist positions are all under the umbrella of Citizen Corps. All volunteers must be at least 18 years old, successfully pass an interview, complete the Welcome Packet, required training, be fingerprinted, successfully pass a background check, possess a current Arizona Driver's License, and have a clear driving record. Applicants may only submit for one program. Application periods vary for each program. If you are unsure whether applications are being accepted for the program of your choice, contact the program manager prior to submitting your application. Program manager information may be found below.

Expectations and Commitment

- **Cadets** – This program introduces individuals to the fire service through hands-on training. Cadets are expected to attend monthly meetings that are held on the first Saturday. As a Cadet you will gain experience in firefighter and EMS training, physical conditioning, interview skills, ride along at fire stations and participate in department events.
- **CERT / Fire Corps** – CERT (Community Emergency Response Team) and Fire Corps volunteers are automatically qualified to participate in both programs. CERT volunteers may be called upon during large scale emergencies but are regularly called upon to help at public events and in support of the organization. Fire Corps volunteers assist the fire department with routine non-operational tasks on a daily, weekly, or monthly basis. The DMFM CERT program is a nationally recognized organization. Volunteers are required to commit to at least 4 hours a month and attend at least one event annually. DMFDCC recommends attending monthly meetings which are held every Third Tuesday of each month. Individual(s) who haven't completed a 20-hour Basic CERT (G-317) course before being accepted as an Affiliated CERT Volunteer, will be expected to complete the next class and can only volunteer in a limited capacity until CERT training is completed. Physical requirements of DMFM volunteers are considered light to moderate, requiring all volunteers to be able to lift a minimum of 35 pounds.
- **Receptionist** – This is an administrative position that mostly works from the DMFM administration building. Responsibilities include answering telephones, greeting the public, answering general questions, clerical work, etc. Shifts are usually 8:00 am to 12:30 pm or 12:30 pm to 5:00 pm with some flexibility, Monday through Thursday. Volunteers are requested to work a minimum of two shifts a month.

Upon completion of the attached application, please submit it by one of the following methods to the corresponding program manager:

- **Cadets**
 - **By email:** Nicholas.Lietz@DMFD.org **By fax:** Attn: Nick Lietz
Fax: (623) 551-5265
- **CERT/Fire Corps**
 - **By email:** Jeremy.Kennedy@DMFD.org **By fax:** Attn: Jeremy Kennedy
Fax: (623) 551-5265
- **Receptionist**
 - **By email:** Karina.Cassano@DMFD.org **By fax:** Attn: Karina Cassano
Fax: (623) 551-5265

ALL PROGRAMS

- **By mail:** Attn: *To the corresponding program manager*
Daisy Mountain Fire & Medical
41018 N. Daisy Mountain Dr.
Anthem, AZ 85086

- **In person:** Attn: *To the corresponding program manager*
Daisy Mountain Fire & Medical
[41018 N. Daisy Mountain Dr.](#)
[Anthem, AZ 85086](#)
Office: 623-465-7400
Hours: Monday – Thursday 8:00am – 5:00pm (excluding federal holidays)

After your application has been reviewed, you will be contacted to schedule an interview if positions are available in your requested program.



DAISY MOUNTAIN FIRE DISTRICT CITIZEN CORPS VOLUNTEER APPLICATION

Administrative Office: 41018 N. Daisy Mountain Drive
Anthem, AZ 85086

Phone: (623) 465-7400 • Fax: (623) 551-5265

APPLICATION INSTRUCTIONS:

Read the job description and answer all questions completely, including any supplemental questionnaire forms. Type or print all answers. Sign this application and all other forms. **Resumes may not be substituted in lieu of the requested information.** Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or dismissal from DMFD. Applications must be received by the posted deadline, whether submitted in person, by mail or fax. The DMFD is not responsible for applications that are not received by the posted deadline, are incomplete or illegible.

GENERAL INFORMATION

Position Applying For: CERT Fire Corps Cadets Receptionist

Name (Last, First, MI): _____

Home Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

Alt Telephone: _____ Email: _____

Do you have a legal right to work in the U.S.? Yes No

All new hires will be required to submit verification of the legal right to work in the United States within three (3) business days beginning with their first day of work. In accordance with the Immigration Reform and Control Act of 1986, we are legally prohibited from employing anyone who cannot provide such verification.

DRIVER'S LICENSE INFORMATION

Do you have a valid Driver's License?	Driver's License Number:	State:	CDL?	Classification
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	

List any CDL endorsements: _____

Do you have a High School Diploma or a G.E.D.? Yes No

EDUCATION INFORMATION

Name of High School / College University	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

List any specialized Training, Certification and Skills:

Are you a Veteran or qualified spouse of a Veteran? Yes No (Please attach DD214)

Branch of Service: _____ Date of Discharge: _____

Begin with your present or most recent employer. List all jobs, paid or volunteer, over the last ten years. Include any experience prior to ten years ago that relates to the position. Your qualifications will be evaluated on the information provided on this application form and, if applicable, any supplemental questionnaire forms.

PLEASE NOTE: RESUMES MAY NOT BE SUBSTITUTED FOR THE REQUESTED INFORMATION!

Position Title:	Employment Dates: (Mo/Yr) From:		To:
Employer:	Phone #:		
Address:	City:	State:	
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
May we contact your present or most current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for leaving:			

Position Title:	Employment Dates: (Mo/Yr) From:		To:
Employer:	Phone #:		
Address:	City:	State:	
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
May we contact your present or most current employer?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reason for leaving:			

Position Title:	Employment Dates: (Mo/Yr) From:		To:
Employer:	Phone #:		
Address:	City:	State:	
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
May we contact your present or most current employer?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reason for leaving:			

Position Title:	Employment Dates: (Mo/Yr) From:		To:
Employer:	Phone #:		
Address:	City:	State:	
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
May we contact your present or most current employer?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reason for leaving:			

Have you ever been terminated, discharged, or resigned in lieu of termination due to misconduct or unsatisfactory service?

Yes No If yes, please name the employer, explain the circumstances, and date (mo/yr).

Have you ever been convicted of a misdemeanor or felony; placed on probation; fined or given a suspended sentence at the federal, state, local, and/or military level?

- Applicants are required to report all misdemeanor/felony arrests and/or convictions; and **MUST** report even if the conviction was vacated, set aside, or expunged.
- Note that a conviction does not necessarily bar someone from employment. Each case is considered individually and based on job requirements, employer policies and Fire Chief, or designee, discretion.

Yes No If yes, please explain the nature of the conviction and the date of the conviction (Mo/Yr.):

PLEASE READ THE FOLLOWING STATEMENTS AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.

- By signing this application, I certify that all statements made on this form are true and complete to the best of my knowledge. I understand that any omission, misstatement, or falsification may cause for rejection of this application and/or discharge from Fire District employment.
- I also authorize the Daisy Mountain Fire District to make all necessary and appropriate investigations allowable by law to verify the information concerning my employment.
- I understand that any offer of employment will be conditional upon the results of a criminal background investigation and a Driver's License check.
- I understand that my employment is at will, that the terms and benefits provided to me do not constitute any contractual relationship between myself and the District, is for no definite period of time and is terminable by myself or the District with or without notice or cause. No oral statements or representations made either before or during employment can change or modify this non-contractual and at-will relationship.
- I understand that in consideration for my employment, I agree to comply with all federal, state and local laws, as well as District policies, procedures, rules/regulations and guidelines, which may be changed from time to time.
- I understand that this application will remain active only for the job opening for which I have applied and will become inactive upon completion of the associated hiring process.
- I understand that it is my responsibility to keep the Fire District advised of any changes of address and/or phone number. I have read the above, understand its content and meaning, and agree to all of its provisions.
- This application and application process are intended for selecting volunteers. The terms "hiring", "employment", and similar terms, are used for succinctness and brevity, and do not imply compensation of any kind.

Applicant's Name: _____

Applicant's Signature: _____

Date: _____

It is the policy of Daisy Mountain Fire District to grant equal employment opportunity to all persons in all terms, conditions, and privileges of employment without regard to race, creed, color, sex, religion, national origin, age, marital status, physical/mental disability or veteran status.

DAISY MOUNTAIN FIRE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

Volunteer Applicant Information Release Waiver

I voluntarily and knowingly authorize, for employment purposes only, any present or past employer or supervisor, university or institution of learning, administrator, law enforcement agency, state agency, federal agency, credit bureau, private business, military branch or the National Personnel Records Center, the Bureau of Criminal Apprehension, personal reference, and/or other persons or organizations, to give record of information they may have concerning my criminal history, motor vehicle history, earnings history and employment records, general reputation, character, and any other information requested to Daisy Mountain Fire District and/or its agents or representatives. I understand that, if hired, my consent will apply throughout my employment with the Daisy Mountain Fire District

Applicant Name: _____

Applicant Signature: _____

Date: _____