



NAME / ADDRESS OF EMPLOYER

DATES EMPLOYED	JOB TITLE AND DESCRIPTION OF DUTIES
Mo. Yr. Mo. Yr.	
From: To:	
TOTAL MONTHS	
HOURS PER WEEK	
SALARY	SUPERVISOR'S NAME / TITLE
	REASON FOR LEAVING
	May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No

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**CERTIFICATE OF APPLICANT** (Read carefully before signing).

I \_\_\_\_\_, understand that any misrepresentation or deliberate omission in my application may be justification for termination or refusal of this application. I agree to an interview with representatives of the fire district and understand that acceptance is contingent on confirmation by the interview panel. I authorize employers, schools, or persons named in this application to give any information regarding my qualifications and character. I hereby release said employers, schools, persons and the Zayante Fire Protection District from any liability for damages for receiving or releasing information. I further certify that I am a resident of the Zayante Fire Protection District and agree to provide documentation, if required. If an offer to join is given, I will provide any information regarding any criminal history I have and will give permission to the fire district to run a Department of Justice criminal history report.

Signed: \_\_\_\_\_ Printed: \_\_\_\_\_ Dated: \_\_\_\_\_

**THIS SECTION IS FOR Z.F.P.D. USE ONLY**

	Accepted _____	Not Accepted _____		
	Placement No.			
	<input type="text"/>	<input type="checkbox"/> Experience	<input type="checkbox"/> Late	
		<input type="checkbox"/> Education	<input type="checkbox"/> No. Sup.	
		<input type="checkbox"/> Inc. App.	<input type="checkbox"/> Other	

**Zayante Fire Protection District**  
**Agreement**

I authorize investigation of all statements contained in this application form if I am considered for employment. I also authorize previous employers, personal references names, or any other person to whom the company may refer, to give any and all information regarding my employment or scholastic standing together with any other information personal or otherwise, that may or not be on their records.

I understand that misrepresentation or omission of the facts called for herein, receipt of unsatisfactory references, or failure to pass a prescribed physical examination will be sufficient cause for dismissal from the Fire District's Service if I shall have been employed.

I further understand if I am accepted as a volunteer, I will serve a probationary or an orientation and adjustment period of one year which, if successfully completed, will change my status to regular firefighter. Either of us may terminate our work relationship during this probationary or orientation and adjustment period if it is felt I will not meet job demands or show an inability to adapt myself to the requirements and duties of a firefighter.

I also understand that any job I am offered will not be for any set period of time; my membership may be terminated at any time of my own free will or the will of the Board of Directors. I further understand that this policy cannot be changed except in writing and then only when signed by the Fire Chief or authorized representative of the Zayante Fire Protection District Board of Directors.

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Applicant's Signature

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Date



**Zayante Fire Protection District**  
**Firefighters Responsibility**

**A Firefighter:**

1. Shall be responsible for personal safety through good judgement.
2. Shall be responsible for all equipment assigned and all equipment and property belonging to the Zayante Fire Protection District.
3. Shall be responsible before boarding any emergency vehicle to:
  - a. Structure Fires: Full protective turn out gear provided by Z.F.D is to be worn at all structure fires.
  - b. Medical Emergencies: Full turnout gear to be worn at all medical emergencies. In lieu of turnout pants and boots, full length pants, leather shoes, boots may be worn (shorts, swimsuits, sweatpants are not allowed on any responses).
  - c. Auto Accidents: Full turnout gear is required to be worn.
  - d. Hazardous Materials Responses: Full turnout gear is required to be worn at all hazardous materials incidents.
4. Drills and Training:

Zayante Volunteer Firefighters are expected to attend fire training drills every Tuesday of the month. Drills start at 1900 hours and all are expected to be on time. Drill is not over until you are excused by your officer.

Firefighters are to attend drill with full turnout gear issued by the Z.F.D. If you cannot attend drill we request that you notify a chief officer or fire captain that you will not be attending drill that evening. If no notification is received, you will be marked as an unexcused absence. Three unexcused absences per year will result in conference with the Fire Chief and Assistant Chief and/or dismissal.

A Firefighter candidate, within the first year will be required to attend and pass the following:

Basic Fire Academy,  
Emergency Medical Responder,  
First Responder Hazardous Materials.

The company officer will assist you in getting enrolled in these courses. Zayante Fire Protection District will reimburse fees up for any emergency response related class successfully completed at the Chief's discretion.

5. It shall be your responsibility to read and understand all material given in this packet.
6. Firefighters shall be responsible to maintain the highest standard of professionalism through constant training and skill development.
7. Firefighters shall be responsible to the Fire Chief, Assistant Chief, Fire Captains, and their command.
8. Firefighters shall be responsible for all the rules and regulations.

**Zayante Fire Protection District**  
**General Rules and Regulations**

1. As a Zayante Volunteer Firefighter, you have the moral obligation to the District you serve: to be loyal, and trustworthy of that position, to protect and work with your fellow firefighters to the best of your ability, and to cooperate as a team in all activities.
2. As a Zayante Volunteer Firefighter, you have a moral obligation to the public you protect. Being firefighters, you are in a unique position in that you have access to people's private property, and personal lives. Your conduct must be such that you are above reproach. Any type of misconduct, physical or verbal is subject to immediate dismissal from the Fire District.
3. As a Zayante Volunteer Firefighter, you have a personal obligation to the property and equipment of the Zayante Fire Protection District.
4. Only during social events may alcoholic beverages be consumed and never in or about the apparatus or apparatus room including in front of the bay doors outside in public view.
  - Alcoholic beverage consumption is not permitted:
    - At the Fire Station if under the age of 21.
    - At any emergency scene or public service call.
    - At any time deemed imprudent.
5. As Zayante Firefighters, you have a moral responsibility to yourself and the Fire District not to respond after consumption of alcoholic beverages to any emergencies, public service calls, or training drills. (See drug free policy)
6. Fire District activity including emergency calls, drills etc. require that you participate for the duration unless excused by the Chief Officer or Fire Captain.
7. All personnel problems are to be taken to an officer for disposition. Personality problems will not be tolerated on the emergency scene. Personality problems, gripes, etc. are to be handled within the structure of the Fire District.
8. These rules and regulations are drawn up for the betterment of the Fire District and abuse of any of these rules and regulations are subject to the dismissal or disciplinary action. Some of these rules and regulations are punishable by law.
9. Borrowing of any Fire District Property without permission of the Fire Chief is prohibited.

**Disciplinary Procedures:**

1. **Verbal**  
Conference and discussion between violator, Fire Chief and other officers or those involved. Documentation will be filed.
2. **Written**  
Letter of reprimand, to be reviewed with violator and other officers. Copy to Directors at the next regular meeting.
3. **Suspension**  
(By Fire Chief) Board of Directors to review in personnel session at the next regular meeting.
4. **Removal**

(By Board of Directors) Board of Directors to review and investigate Fire Chief may recommend action. Final Decision by Board of Directors.

**Member Resignation And/or Removal:**

1. All issued department equipment and materials must be returned in acceptable condition. Any unfulfilled obligation to the District will result in the forfeiture of the drill and incident remuneration.

**Leave of Absence:**

1. The Chief may grant leave of absence. He shall notify the Board of Directors at the next regular meeting.
2. Leave will be reviewed by the Board of Directors in twelve (12) months.

**Equal Opportunity Policy Statement**

Zayante Fire Protection District is an equal opportunity volunteer fire department and is committed to an active Equal Opportunity Program (EOP). It is the stated policy of the Zayante Fire Protection District that all members and applicants shall receive equal consideration and treatment in membership without regard to age, sex, race, color, creed, religion, national origin, ancestry, disability, marital status, sexual orientation or preference, native language, political affiliation or pregnancy.

All recruitment, hiring, pavements, and promotions will be on the basis of individual skills, knowledge and abilities, and the feasibility of any necessary job accommodation, regardless of the above identified bases. All other personnel actions such as compensation, benefits, layoffs, terminations, training, etc. are also administered without discrimination. Equal Membership Opportunity (EMO) will be promoted through a continual and progressive EOP.

The objective of an EOP is to ensure nondiscrimination in membership and, whenever possible, to actively recruit and include for consideration for membership minorities, women, and physically handicapped.

**Reasonable Accommodation Policy**

In compliance with the State Personnel Board Affirmative Action Guidelines for the Disabled and Sections 503, and 504 of the Rehabilitation Act of 1973, the Department will make reasonable accommodations to the physical or mental limitations of disabled applicants and members. This policy will enable disabled persons to participate in the application process and to obtain fair consideration.

Reasonable accommodation is intended to remove barriers that a person with disabilities may encounter, which prevent or limit fair and equitable access to application, recruitment, membership or upward mobility process. Reasonable accommodation encompasses the following considerations: (1) adjustment of membership policies and practices (2) provision of specialized equipment (3) adjustment of the work environment to enable persons with disabilities to perform the functions of a job or to participate in the membership process.

## **Common Courtesy & Sexual Harassment Policy**

Employees will adhere to a standard of professional conduct which creates and maintains an environment without sexual bias. All Department members will conduct themselves in a courteous, respectful manner, cognizant of the interests and rights of others in a workplace free of intimidation, hostility, or offensive acts, language, or innuendos. All conversations, discussion, and meetings in the conduct of departmental business or any activities that may be perceived as departmental business are to be free of sexual harassment. All charges of sexual harassment must be brought to the attention of the Officers, Fire Chief, and/or Board of Directors.

Adverse actions resulting from incidents of sexual harassment or discrimination, including termination, must receive prior notice and approval from the Board of Directors.

To achieve the goals of our EOP, it is necessary that each member of this organization understands the importance of the program

## **Zayante Fire Protection District Drug-Free Workplace Policy**

The Zayante Fire Protection District recognizes that drugs in the workplace can create health and safety problems for everyone and must be addressed. Therefore it is the policy of the Zayante Fire Protection District that:

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Each District member will be notified that as a condition of membership, the person is required to:
  - Abide by the District's Drug-Free Workplace policy.
  - Shall not use, possess, or be under the influence of illegal or unauthorized drugs or other mind-altering substances.
  - Shall not use or be under the influence of alcohol to any extent that would impede the member's ability to perform his or her duties safely and effectively.
  - No member shall perform duties which, because of drugs taken under prescription, cannot be performed without posing a threat to the health and safety of the member or others.
  - Notify the District in writing of any criminal drug statute conviction (including a plea of nolo contendere) for a violation that occurred in the workplace, no later than 5 calendar days after such a conviction.
2. The District will take one of the following actions within 30 calendar days of receiving notice of the conviction:
  - a) Take appropriate disciplinary action against the member, consistent with the Civil Service Rules; and/or
  - b) Require the member to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by a Federal, State or local health or law enforcement agency. Upon successful completion of this program, the member may be entitled to return to active membership.
  - c) Members serving in sensitive positions shall be subject to drug and alcohol testing, referred to as substance testing, when there is reasonable suspicion that the member has violated this policy. A member in a sensitive position found to be under the influence of alcohol or other mind-altering substances while on duty, stand-by, or on call will be terminated.
3. For programs established under a federal grant, the District agrees to abide by the requirements of the Drug-Free Workplace Act of 1988.