

EDUCATION/TRAINING:

High School: Diploma or equivalent (GED) Yes No

Name and Location of last grade or high school attended: _____

University: # of years completed? _____ Degree? Yes No

If YES, type of degree and major: _____

From what University did you receive the degree? _____

What languages do you speak? _____

List special licenses or certifications you hold that are pertinent to the job for which you are applying: _____

Describe any specialized training pertinent to the job for which you are applying: _____

ADDITIONAL FIRE INFORMATION:

Can you operate a computer? Yes No Explain uses, applications, programs: _____

Describe the types of Fire apparatus that you can operate: _____

Current member of a Volunteer Fire Department? Yes No If "Yes" Where: _____

Do you have EMS Experience? Yes No If "Yes" please list number of years: _____ years

Do you have Structure Fire Experience? Yes No If "Yes" please list number of years: _____ years

Do you have Wildland Fire Experience? Yes No If "Yes" please list number of years: _____ years

PERSONAL REFERENCES - Not former employers or relatives

| Name and Occupation | Address | Area Code and Phone # |
|---------------------|---------|-----------------------|
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EMPLOYMENT RECORD:

Start with your present or last job. Describe your employment history for the past seven years. If you need more space, use the back of the application and/or attach a resume.

Have you ever been employed by the Village of Ruidoso? No ___ Yes ___ Dates _____

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|-------------|----------------|
| Employer: | Supervisor: |
| Address: | Phone #: |
| Your Title: | Ending Salary: |
| Duties: | |

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| Dates of employment: | From: | To: |
| Reason for leaving: | | |

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|-------------|----------------|
| Employer: | Supervisor: |
| Address: | Phone #: |
| Your Title: | Ending Salary: |
| Duties: | |

| | | |
|----------------------|-------|-----|
| Dates of employment: | From: | To: |
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| Your Title: | Ending Salary: |
| Duties: | |

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|----------------------|-------|-----|
| Dates of employment: | From: | To: |
| Reason for leaving: | | |

I hereby give permission to contact the employers listed above concerning any information deemed relevant. If there is a particular employer(s) you do not wish us to contact, indicated which one(s) below:

Your Signature

**VILLAGE OF RUIDOSO
FIRE DEPARTMENT**

FIREFIGHTER APPLICATION PROCESS

This information is for you. Please take this sheet with you.

The following process is for FIREFIGHTER applications only.

Preparing your application: Applications will only be accepted when there is a posted vacancy. Applications must be made for a specific job. No OPEN applications will be accepted. A separate application form must be completed for each position for which you are applying. This will assure that you will be considered for any posted position for which you apply.

The application must be filled out completely and signed in the appropriate spaces. An application will be considered **INCOMPLETE** if it does not include the completed acknowledgment of receipt of job description/analysis certification and will not be considered. If you do not have a telephone, you **MUST** provide us with a number of someone who can get a message to you in the event we need to contact you.

The Essential Functions Demonstration is based on the requirements of the Ruidoso Fire Department. All applicants will be invited to test and shall be given a copy of these essential functions. Applicants who successfully complete this demonstration will proceed to the written test.

The Written Test is approximately two hours long. Pencils and paper necessary for the examination will be supplied. Applicants who receive at least a 70% on the written test will proceed to the oral board interview.

The Oral Board Interview will be with a board made up of two Fire Lieutenants, employees, citizens, and/or business professionals from within the community at large or from outside the community chosen by the Fire Department. The board will have a copy of the application and will ask pertinent interview questions. Applicants who are successful in this process will proceed to the personal interview.

The Personal Interview is with the Fire Chief or his designee. Once the Chief makes a recommendation, it must then follow the proper channels and be approved by the Village Manager.

Completing all phases of the above hiring procedures does not guarantee an applicant a job offer. At the discretion of the Chief, a list may be retained for up to 120 days. This list may be used to make hiring recommendations for other Firefighter positions that may come open within the 120 days. There is no guarantee, promise, or requirement that the Chief must hire from this list. The applicant may be dropped from the application process at any time.

VILLAGE OF RUIDOSO FIRE DEPARTMENT



*313 Cree Meadows Dr.
Ruidoso, New Mexico 88345
Phone 505-258-4343 Fax 505-258-5848*

To Previous and Present Employers (Applicant, list each by name):

From (Applicant, print or type your name) :

Background History/Release - Release of Liability

1. I am applying for employment with the Village of Ruidoso and acknowledge that the burden of providing my qualifications for such employment is at all times, upon me. I further understand that a background check will be made by the Village of Ruidoso. I accept any risk of adverse public notice, embarrassment, criticism, or financial loss which may result from action in regard to my application. This authorization is given freely, without duress or promise, voluntarily waiving any protection against unauthorized disclosure of information under the Privacy Act or other similar provisions. I further understand that information furnished to the Village of Ruidoso and will remain confidential to the extent provided in the New Mexico Inspection of Public Records act, Sections 14-2-1 ,et., seq., N.M.S.A. (1978), and the Ruidoso Municipal Code and Personnel Rules, and will not be released to me now or in the future.
2. I respectfully request and authorize you to furnish the Village of Ruidoso with any and all information or documents concerning me, including information or documents of a confidential or privileged nature and photostats of same if required.
3. I request that you allow employees, including supervisors and co-workers, to be interviewed by authorized Village of Ruidoso employees regarding any aspects of employment with your or your organization.
4. I hereby release you, your organization, or others from any liability for damage which may result from furnishing the information requested above.
5. A reproduction of this request by copy, facsimile, or other similar process shall be for all intents and purposes, considered as the original.

Applicant's signature and date

Subscribed and sworn before me, this _____ day of _____, 20__.

Notary Public

My commission expires: