ARIZONA CITY FIRE DISTRICT

14022 S. SUNLAND GIN RD. ARIZONA CITY

P.O. BOX 6 ● ARIZONA CITY, AZ 85123

01-08-2014

**APPLICANT INTRODUCTION LETTER**

Dear applicant,

Thank you for requesting an application for a position with the Arizona City Fire District. Attached is the application form and we are requesting that you fill out the application as completely as possible and return to us prior to the next hiring committee meeting as stated below. **You must provide contact information on your application for your references. \*\***

The District requires that you have an EMT or Paramedic certification with the State of Arizona and a Fire Fighter I & II certification.

Our hiring process is a five (5) step process:

1. Initial review of your application

2. A written exam\*

3. A physical Ability test\*

4. An oral review board \*

5. A physical by a company of our choosing to meet NFPA Standards (paid for by District)

\*(Steps 1, 2 and 3 above may be completed on the same day)

**When submitting your application please include the following items:**

**1. Provide a 39 month driving history from the Department of Motor Vehicles.**

**2. Provide copies of any certifications that you have related to the position you are applying for**

**3. Include a copy of your current drivers license**

**4. Be sure your application is signed and dated**

**5. We will contact you by email to keep you informed of your progress in the hiring process.**

**\*\*Any of the above steps that are missing could result in the delay or voiding of your application.**

Applications are reviewed once a month at the Captains and Engineers meeting. Applications are reviewed and if further information is needed a request would be sent to you requesting the information needed. If the application is found favorable the committee would request the Business Manager to follow up on references and report to the committee.

If the committee finds the application to be favorable they will set up a testing date and give you notification of the testing dates. The first part is a written test that will be administered by administrative staff. You must past the written part of the test with a 70% or better. If you pass the written test you will be scheduled to do physical ability test that has been designed for the work that will be required for the job that you are applying. (You will be required to sign a release form prior to taking the physical agility test.)

Upon completion and passing of the physical ability test you will be schedule for an interview if front of the oral review board.

Upon completion and approval of the oral review board, you will be scheduled to take a complete physical to meet the NFPA standards for fire departments. The District will pay for the exam and upon completion and approval you will then be scheduled for a day of Orientation where you will complete all necessary paper work, an orientation class on department procedures and policies along with an EMS orientation. You will then be given a tour of the station, fitted for your turn outs and assigned a locker. You will be required to present the District with a finger print card upon being hired by the District. (This will take place after your oral review)

***It is the policy of the Arizona City Fire District that members are employed at the will of the District for an indefinite period.***

***The Arizona City Fire District is an Equal Opportunity Employer***

If you have any questions please feel free to contact us prior to submitting your application. We look forward to hearing back from you and having you join our team of professionals.

Arizona City Fire District

PHONE: 520-466-5542 ● FAX: 520-466-5101