



**Cannon Beach
Rural Fire Protection District
Seeking ...**



**Division Chief
Fire Prevention/Life Safety
(Fire Marshal)**

\$85,444 to \$103,858 DEQ

Excellent Benefits

Application close June 30, 2023 by 5 pm Pacific Standard Time.

Application Packet

APPLICATION PROCESS

****ALL MATERIALS MUST BE RECEIVED BY 5PM PST ON JUNE 30, 2023.***

The application packet you return should include the following:

___ Letter of Interest Explaining Qualifications and Experience

___ Resume

___ Employment Application (pg. 4-6)

___ Signed Applicant's Statement (pg. 7)

___ Acknowledgement and Authorization for Background Check (pg. 8)

___ Photocopy certifications including Fire, EMS, and Driver's License.

RETURN COMPLETED APPLICATIONS TO:

By Mail:

Cannon Beach Fire District
Attn: Division Chief Application
PO Box 24
Cannon Beach, OR 97110

In Person Deliver:

Cannon Beach Fire District
Attn: Division Chief Application
188 Sunset Blvd.
Cannon Beach, OR 97110

By Email:

info@cbfire.com

HIRING TIMELINE

Tentative dates of hiring process



Application close June 30, 2023



Review applications week of July 3rd



Applicants invited to assessment center by July 14th.



Assessment Center July 29th



Chief's Interview July 30th



Conditional job offer by August 11th



Official Job offer by August 25th



Position starts October 2nd

CANNON BEACH FIRE DISTRICT
188 Sunset Blvd
PO Box 24
Cannon Beach, OR 97110
503-436-2949

Date Received (filled by recruiter): _____

VOLUNTEER/EMPLOYMENT APPLICATION

Thank you for applying with Cannon Beach Fire Protection District. Please answer all questions to the best of your ability. We welcome resumes; however, please complete all portions of this application form.

PLEASE PRINT CLEARLY

NAME (LAST, FIRST, MIDDLE) _____
ALIAS OR OTHER NAME USED: _____
HOME ADDRESS: _____

MAILING ADDRESS: _____

HOME TELEPHONE #: _____ **SECONDARY TELEPHONE #:** _____
E-MAIL ADDRESS: _____
ARE YOU A RESIDENT OF CANNON BEACH FIRE DISTRICT? _____
IF SO, HOW LONG HAVE YOU RESIDED IN THE CANNON BEACH FIRE DISTRICT: _____
PLEASE LIST FIVE (5) YEAR RESIDENCE HISTORY:

EDUCATION AND TRAINING
HIGH SCHOOL GRADUATE OR G.E.D. CERTIFICATE? ____ Yes ____ No
If NO, circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

COLLEGES, VOCATIONAL/TECHNICAL SCHOOLS	CREDITS	CERTIFICATE OR DEGREE
_____	_____	_____
_____	_____	_____

LICENSES AND CERTIFICATES (Please attach copies of certificates)

DESCRIPTION	ISSUED BY	EXPIRATION DATE
_____	_____	_____
_____	_____	_____

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES
Please list any additional knowledge, skills or abilities that you believe would be beneficial to Cannon Beach Fire District:

ARE YOU NOW OR HAVE BEEN EMPLOYED OR AFFILIATED WITH A FIRE DEPARTMENT? ____ Yes ____ No

DATES: _____	DEPARTMENT? _____
DATES: _____	DEPARTMENT? _____

GENERAL INFORMATION:

U.S. MILITARY SERVICE:

BRANCH: _____

DATES OF SERVICE: FROM: _____ TO: _____

ARE YOU A US CITIZEN? _____ Yes _____ No

If you are not a US Citizen, are you allowed to work in the US without restriction? _____ Yes _____ No

EMPLOYMENT RECORD: Begin with current/most recent employment.

From: ___/___/___ Title: _____ Employer: _____
To: ___/___/___ Duties: _____ Address: _____
Salary: _____ per _____ Supervisor's Name/Title: _____
Hours per Week: _____ Telephone: _____
of employees supervised: _____ Reason for Leaving: _____
May we contact this employer? _____

From: ___/___/___ Title: _____ Employer: _____
To: ___/___/___ Duties: _____ Address: _____
Salary: _____ per _____ Supervisor's Name/Title: _____
Hours per Week: _____ Telephone: _____
of employees supervised: _____ Reason for Leaving: _____
May we contact this employer? _____

From: ___/___/___ Title: _____ Employer: _____
To: ___/___/___ Duties: _____ Address: _____
Salary: _____ per _____ Supervisor's Name/Title: _____
Hours per Week: _____ Telephone: _____
of employees supervised: _____ Reason for Leaving: _____
May we contact this employer? _____

VOLUNTARY INFORMATION

This information is being requested in accordance with federal regulations. The information is voluntary and will not be used when considering your application with Cannon Beach Fire District.

1. Gender Identity i.e: Male Female Other

2. Race/Ethnicity – Please check the one category which best describes your recognition in your community:
 American Indian/Alaskan – includes persons who identify themselves or are known as such by virtue of tribal association.
 Asian/Pacific Islander – includes persons of Japanese, Chinese, Korean, or Filipino descent
 Black/African American – includes persons of African descent, as well as those identified as Jamaican, Trinidadian, and West Indian descent
 Hispanic/Latino – includes all persons of Mexican, Puerto Rican, Cuban, Latin American, or Spanish descent
 White/Caucasian - includes persons of Indo-European descent, including Pakistani and East Indian persons
 Other – includes Malayan, Thais, and others not covered above.

3. Do you have a disability? Yes No If yes, please check the type of impairment you have:
 Hearing
 Mobility
 Visual
 Mental
 Multiple Disabilities
 Other (specify): _____

4. Veteran Status: Check the one (1) box that best describes your veteran status:
 Disabled Vietnam Era Veteran
 Disabled Veteran of Other Campaign or War Era
 Other Disabled Veteran
 Vietnam Era Veteran
 Veteran of Other Campaign or War Era
 Other Veteran

Cannon Beach Rural Fire Protection District is an equal opportunity agency. It is the policy of Fire District not to discriminate in accordance with the requirements of all applicable state & federal laws, on the basis of race or creed, color, religion, national origin, sexual orientation, covered veteran status, marital status, handicapping condition, political affiliation, pregnancy, gender identity or age.

If you are accepted as a volunteer/paid with Cannon Beach Fire Protection District, would you be willing to submit to any job-related medical exams, physical ability testing and/or drug tests that may be required of the position to which you have applied? Yes No

In your opinion, are you able to perform the essential functions of the position to which you have applied with or without reasonable accommodations? Yes No

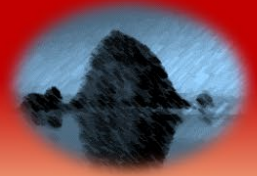
This position requires the volunteer to work outdoors in every type of climate and weather condition. The work is repetitive and physically demanding. They may lift and carry heavy objects, and stoop, kneel, crouch or crawl in awkward positions. The volunteer may be exposed to harmful materials or chemicals, fumes, odors, loud noises or dangerous machinery. The volunteer may also be exposed to the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets of results of human behavior. Cannon Beach Fire Protection District strongly suggests consulting with your personal physician before applying.



Cannon Beach

Rural Fire Protection District

188 SUNSET BLVD · PO BOX 24 · CANNON BEACH OR 97110
(503) 436-2949 · EMERGENCY DIAL 9-1-1



BACKGROUND INFORMATION

Last Name: _____ First: _____ Middle: _____

Other Names/Alias: _____

Social Security* #: _____ - _____ - _____

Date of Birth* _____ / _____ / _____
Month Day Year

Driver's License #: _____ State of Driver's License* _____

Present Address _____

City/State/Zip* _____
City State Zip Code

Phone Number _____

E-mail _____

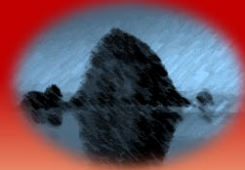
*This information will be used for background screening purposes only and will not be used as hiring criteria.



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ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND INVESTIGATION

I acknowledge receipt of the separate documents entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION, DISCLOSURE FOR INVESTIGATIVE CONSUMER REPORT (if applicable), A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and OTHER STATE LAW NOTICES and certify that I have read and understand those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by **Cannon Beach Rural Fire Protection District** at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Background Screeners of America, 9333 Melvin Ave, Northridge, CA 91324, (866) 570-4949, <https://backgroundscreenersofamerica.com>** and/or the Company. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

Print: _____ Date: _____

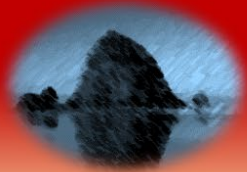
Signature: _____



Cannon Beach

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DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Cannon Beach Rural Fire Protection District may obtain information about you from a third-party consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks.

The investigations will be conducted by **Background Screeners of America, 9333 Melvin Ave, Northridge, CA 91324 (866) 570-4949, <https://backgroundscreenersofamerica.com>**

Print: _____

Date: _____

Signature: _____

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need—usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

Applicant Copy

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General.

For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to Packers and Stockyards Act</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>

Applicant Copy

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

Applicant Copy

Driving Record Release of Interest

Employers, prospective employers, volunteer organizations, or their agent can get driving records for an employee, prospective employee, or volunteer when authorized. Use this form to get their authorization.

- Complete the Company section.
- Give this form to your employee, prospective employee, or volunteer to complete their section.
- For audit purposes, keep this completed form in your files for at least two years. Do not mail it to the Department of Licensing.

Sealed juvenile records. Information contained in a driving record related to a sealed juvenile record may not be used for any purpose unless required by federal law. The employee or prospective employee may furnish a copy of the court order sealing the juvenile record to the employer, prospective employer, or their agent.

Company – To be completed by the company or the agent of the company

<small>PRINT or TYPE Company name</small> Cannon Beach Rural Fire Protection District	
<small>Agent company name (if applicable)</small>	
<small>Company/Agent company address</small> 188 East Sunset Blvd, Cannon Beach OR 97110	
<small>Authorized representative</small> Shaunna White	<small>Title</small> Lieutenant
<small>Answer the following</small>	
1. Is this company an employer, prospective employer, or volunteer organization of the individual whose driving record is being requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Is the record you are requesting necessary for employment purposes related to driving by the employee or prospective employee as a condition of employment or related to driving by the volunteer at the direction of the volunteer organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Do you agree to use the information contained in the record exclusively for this purpose and not divulge it to a third party? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Do you agree to hold harmless the Washington State Department of Licensing for all matters relating to the release of the requested driving record? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<small>Certification</small> <i>I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.</i>	
<hr/> <small>Date and place signed</small>	<hr/> <div style="text-align: center;">X</div> <small>Authorized representative signature</small>

Employee, prospective employee, or volunteer – Complete this section and return the form to the company

<small>PRINT or TYPE Full name (First, Middle, Last) of employee/prospective employee/volunteer</small>	<small>Date of birth (mm/dd/yyyy)</small>	<small>WA driver license number</small>
<small>Authorization from</small> <input type="checkbox"/> Employee – for release of my driving record for employment purposes, at my employer’s discretion for the full term of my employment <input type="checkbox"/> Prospective employee – for release of my driving record for employment purposes, not to exceed 30 days from date signed <input type="checkbox"/> Volunteer – for release of my driving record for a position applied for that requires me driving at the direction of the volunteer organization		
<small>Employer, prospective employer, or volunteer organization name</small>		
<small>Employer agent company name if acting on behalf of the company for employment purposes</small>		
<small>Authorization</small> <i>I am an employee, prospective employee, or volunteer of the company named above and I request that a copy of my Washington State driving record be sent to them/their agent.</i>		
<hr/> <div style="text-align: center;">X</div> <small>Signature</small>		<hr/> <small>Date</small>