



MI-WUK SUGAR PINE FIRE PROTECTION DISTRICT

"Providing Quality Emergency Response And Fire Protection For The Public"

Application Instructions – Please Read Carefully

The Application Process:

Begins when you submit an "Application Package" as described here.

1. The Application Package consists of:
 - a. A letter of introduction / interest. There is no minimum or maximum number of pages, use your discretion.
 - b. A completed and signed Application For Employment form.
 - c. A current Resume or Curriculum Vitae.
2. Submit one (1) printed copy of your Application Package to:
Chief Recruitment
Mi-Wuk Sugar Pine Fire Protection District
PO Box 530
24247 Highway 108
Mi Wuk Village, CA 95346-0530
3. You do not need to submit proof of certification or course completions, etc., although you may be required to provide proof of your qualifications if selected for the position.
4. Your Application Package must be delivered before 5 PM, Friday, January 19, 2018, to be considered.
5. Your Application Package must be delivered by US MAIL or commercial delivery service such as FedEx, United Parcel Service, or OnTrac. Personal delivery by the applicant will NOT be accepted.

The Selection Process:

1. Commences with a screening for Minimum Qualifications. Be sure to review the Minimum Qualifications on the Job Description, which can be found on the District Website at: <http://www.mwspfire.us>. Application Packages that do not clearly articulate information indicating the applicant meets the Minimum Qualifications will be disqualified and not considered any further in the selection process.
2. Application Packages from applicants that are minimally qualified will be screened further in a Rate and Review process by professional human resources staff. Review the Desirable

Qualifications listed in the Job Description. Your Application Package should clearly delineate how you meet both the Minimum and Desirable Qualifications. An objective rating will be determined by comparing your qualifications (in your Application Package) to the Minimum and Desirable Qualifications identified by the Board in the Job Description. It is your responsibility to be sure that your Application Package clearly and unambiguously outlines how you meet both the Minimum and Desirable Qualifications.

3. A Screening Panel will review the Application Packages from those minimally qualified (as determined in Step #1 above). This Screening Panel will include Board member(s), fire department auxiliary member(s), community member(s), and the current Fire Chief. This Screening Panel will identify those applicants most qualified.
4. The most qualified applicants identified in Step #3 will be invited for two screening interviews on the same day. These screening interview panels will be (1) a professional panel of fire chiefs and (2) a panel of community members. These will be structured interviews with objective scoring established by each panel. These panels will have copies of your complete Application Package; however, interviewees may bring additional material to these screening interviews that demonstrate their qualifications.
5. Between two (2) and five (5) of the most qualified applicants as identified in Step #4 above will be invited to interview with the Board Of Directors in a Closed Session. The Board will have copies of your complete Application Package as well as the results of the Screening Interviews and any additional material provided by you in Step #4 above, however, interviewees may bring additional material to these Board interviews that demonstrate their qualifications.
6. The District intends to make a selection immediately subsequent to the Board Interviews in Step #5 above, and to immediately contact the successful candidate to begin the appointment process.

The Appointment Process:

1. Begins when the successful applicant is contacted and accepts appointment to the job.
2. The successful applicant will be scheduled for:
 - a. Pre-employment drug screening.
 - b. Pre-employment physical examination (based on the Job Description).
 - c. Spirometry.
 - d. Tight fitting respirator medical clearance.
3. Additional pre-appointment tasks will be completed such as bank account information for payroll direct deposit, INS Form completion, etc.
4. A background review will be conducted.
5. An employment verification will be conducted.
6. A reference check will be conducted.
7. An appointment date will be mutually agreed to by the District and the applicant.
8. An employment agreement will be signed by both parties.

Applicants may contact Larry Crabtree, Fire Chief, for additional information or to clarify any information regarding the position or the selection process. He can be reached by email at LCrabtree@mwsfire.us, by telephone at the office (209) 586-5256, or by cellular telephone at (916) 271-1991. Interested applicants are invited to visit the station and spend time with the staff.

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