



EMPLOYMENT APPLICATION

THE CITY OF WEST WENDOVER IS AN EQUAL OPPORTUNITY PROVIDER

City of West Wendover • 1111 N. Gene L. Jones Way – P.O. Box 2825 • West Wendover, Nevada 89883

Phone: (775) 664-3081 Fax: (775) 664-3720

Review the minimum qualifications listed on the job announcement. If you feel you qualify, complete this application. **BE THOROUGH AND FILL IN ALL ITEMS.** Your answers will determine whether or not you will continue in the screening process. Your completed application, together with all supplementary materials specified on the job announcement, must be received by the City of West Wendover Personnel Office no later than 4:30 p.m. on the closing date specified on the job announcement. Incomplete, undated or unsigned applications will not be processed. We are not liable for materials lost or delayed in the U.S. Mail. ***Faxed applications are accepted, unless the recruitment is limited. City of West Wendover fax number is (775) 664-3720.***

PRINT IN BLACK INK OR TYPE & SIGN ON THE LAST PAGE

Position Applied for: _____ Job Code Number: _____

Name: _____
Last First Middle

Address: _____
Mailing & Physical City State Zip

Telephone: () - Cellular/Beeper #: () -

Are you currently employed by the City of West Wendover? No Yes

Have you previously worked for the City of West Wendover? No Yes

If "Yes," give dates. From: _____ To: _____

Are you a Nevada PERS retiree? No Yes

Do you have any relatives employed by the City of West Wendover? No Yes

If "Yes," give name and relationship:

Name: _____ Relationship: _____

Do you have the legal right to work in the United States? No Yes

Other than a minor traffic violation, have you ever been convicted of any offense? No Yes

Please include date of conviction, city, and state. DUI and reduction of DUI convictions **must** be included. (Conviction of a crime is not necessarily a bar to employment.) If "Yes," please explain:

Do you possess a valid driver's license?* No Yes If "Yes," complete the following:

Type of License: _____ License #: _____

* If Commercial, state type with endorsements.

Issuing State: _____ Expiration Date: _____

EDUCATION

When claiming college, business, or vocational school credits for meeting minimum qualifications, you may be required to submit a copy of your degree or a legible photocopy of your up-to-date transcript with this application. Failure to do so may delay processing or disqualify your application. All papers submitted become the property of the City of West Wendover Personnel Office and cannot be returned.

Do you have a high school diploma? No Yes If “Yes,” attach copy of diploma

School Name: _____

Location: _____

If “No,” do you have a GED or Nevada Approved Equivalent? No Yes **attach copy of certificate/diploma**

If “No,” indicate highest grade completed: _____

LIST COLLEGES/UNIVERSITIES ATTENDED AND ANY SPECIAL TRAINING RECEIVED

College Name & Location	Date From (Mo/Yr)	Date To (Mo/Yr)	Field of Study	Credit Hours Completed	Degree or Certificate (attach certified transcripts and/or copies of diplomas)
			Major: Minor:		
			Major: Minor:		
			Major: Minor:		
Business/Trade School	From (Mo/Yr)	To (Mo/Yr)	Subject		Certificate

LIST ANY OTHER VALID LICENSES AND CERTIFICATES YOU HOLD:

Type of License or Certificate Issuing State Registration Number Expiration Date

FOREIGN LANGUAGES: Please note your knowledge of any foreign languages and indicate your level of competence in each by placing an "X" in the appropriate column:

LANGUAGE	SPEAKING (1)			UNDERSTANDING (2)			READING (3)			WRITING (4)		
	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EXPERIENCE

On the following sheets, list the employers, assignments or volunteer activities that you have held, starting with your most recent one. THIS SECTION MUST BE COMPLETED IN DETAIL. PROVIDE A MINIMUM OF 10 YEARS' WORKING EXPERIENCE AND DO NOT LEAVE ANY GAPS IN EMPLOYMENT. FAILURE TO DO SO MAY DELAY PROCESSING OR DISQUALIFY YOUR APPLICATION. YOU ARE ENCOURAGED TO ATTACH A RESUME IF YOU WISH, BUT REFERENCE TO A RESUME IN LIEU OF COMPLETING THIS SECTION CANNOT BE ACCEPTED. Under "Work Performed" describe your job in sufficient detail so that we can determine not only your tasks, but the level of responsibility. If reference is made to military service, describe each different assignment (DD214 must be attached). If you wish to add more experience or wish to add more detail to the "Work Performed," please complete and attach an Experience Addendum Sheet. Jobs and/or volunteer experience listed may require verification.

FROM (Mo/Yr):	TO (Mo/Yr):	EMPLOYER:
JOB TITLE:		TELEPHONE # and ADDRESS:
IMMEDIATE SUPERVISOR:		NATURE OF WORK PERFORMED/RESPONSIBILITIES:
TITLE:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> No <input type="checkbox"/> Yes		
SALARY:	REASON FOR LEAVING:	

FROM (Mo/Yr):	TO (Mo/Yr):	EMPLOYER:
JOB TITLE:		TELEPHONE # and ADDRESS:
IMMEDIATE SUPERVISOR:		NATURE OF WORK PERFORMED/RESPONSIBILITIES:
TITLE:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> No <input type="checkbox"/> Yes		
SALARY:	REASON FOR LEAVING:	

FROM (Mo/Yr):	TO (Mo/Yr):	EMPLOYER:
JOB TITLE:		TELEPHONE # and ADDRESS:
IMMEDIATE SUPERVISOR:		NATURE OF WORK PERFORMED/RESPONSIBILITIES:
TITLE:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> No <input type="checkbox"/> Yes		
SALARY:	REASON FOR LEAVING:	

FROM (Mo/Yr): TO (Mo/Yr):	EMPLOYER:
JOB TITLE:	TELEPHONE # and ADDRESS:
IMMEDIATE SUPERVISOR:	NATURE OF WORK PERFORMED/RESPONSIBILITIES:
TITLE:	
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> No <input type="checkbox"/> Yes	
SALARY:	REASON FOR LEAVING:

How did you learn about this position?

- (NW) Newspaper, Magazine, or Journal—Which one? _____
- (CO) Community Organization—Which one? _____
- (SC) School/College Placement Office—Which one? _____
- (RT) Radio or TV Station—Which one? _____
- (SE) State Employment Department
- (HR) City Human Resources Department
- (EM) City Employee
- (FR) Friend or Relative
- (IN) Internet
- (OT) Other (please specify) _____

This application will be used for one position only. If you wish to apply for other positions with the City of West Wendover, submit an application for each position. Reference on this application to materials submitted with other applications cannot be considered. Since the information you submit on this application may be the entire examination process, your failure to provide complete information could delay or even disqualify you from consideration. It is your responsibility to notify the Personnel Office, in writing, of any changes in address or phone number.

I certify that the statements made by me on this application are, to the best of my knowledge, true, complete and correct. If employed, I understand that any misrepresentation or material omission of fact on this or any other document required by the City may be considered as constituting grounds for disqualification and/or dismissal. I further understand that any offer of employment is subject to successful completion of a physical examination (including drug screening) and background investigation. Additionally, any individual offered employment may be required to demonstrate the ability to perform the physical requirements of the job. I therefore authorize the City's assigned doctor to release to the City any information regarding my physical examination and/or pre-employment screening. Having applied for employment with the City of West Wendover, I do hereby agree and do give my consent that any person, firm or organization listed hereon is authorized to furnish the City with personal or reference material concerning my character, past employment or any other information they so request. In addition, I do hereby agree and give my consent for the City to conduct an investigation of my credit history. I further agree and hereby give my consent for the City to furnish any statistical data regarding this application that may be required for compliance with the Equal Employment Opportunity guidelines.

Signature _____ Date _____

EXPERIENCE ADDENDUM

Under "Work Performed" describe your job in sufficient detail so that we can determine not only your tasks, but the level of responsibility. If reference is made to military service, describe each different assignment (DD214 must be attached). Jobs and/or volunteer experience listed may require verification.

FROM (Mo/Yr): TO (Mo/Yr):	EMPLOYER:
JOB TITLE:	TELEPHONE # and ADDRESS:
IMMEDIATE SUPERVISOR:	NATURE OF WORK PERFORMED/RESPONSIBILITIES:
TITLE:	
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> No <input type="checkbox"/> Yes	
SALARY:	REASON FOR LEAVING:

FROM (Mo/Yr): TO (Mo/Yr):	EMPLOYER:
JOB TITLE:	TELEPHONE # and ADDRESS:
IMMEDIATE SUPERVISOR:	NATURE OF WORK PERFORMED/RESPONSIBILITIES:
TITLE:	
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> No <input type="checkbox"/> Yes	
SALARY:	REASON FOR LEAVING:

FROM (Mo/Yr): TO (Mo/Yr):	EMPLOYER:
JOB TITLE:	TELEPHONE # and ADDRESS:
IMMEDIATE SUPERVISOR:	NATURE OF WORK PERFORMED/RESPONSIBILITIES:
TITLE:	
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> No <input type="checkbox"/> Yes	
SALARY:	REASON FOR LEAVING:

Signature _____ Date _____

**OPTIONAL
EQUAL EMPLOYMENT OPPORTUNITY SURVEY**

The following information is necessary for the City of West Wendover to evaluate its recruiting and hiring practices and to prepare reports required by law for the State and Federal Government. This information will be used solely for research and statistical purposes and in no way affects any employment decision. Your **voluntary** cooperation will be appreciated. Please check the appropriate box beside Male or Female, and under ethnic categories, check the one that most nearly describes your ethnic background. **Please print or type.**

Position Applied for: _____ Job Code: _____

Name: _____
Last
First
Middle

Gender: Female Male Date of Birth: _____ / ____ / ____
Month
Day
Year

"AMERICAN NATIVE OR ALASKAN NATIVE" includes persons having origins in any of the original peoples of America.

"ASIAN or PACIFIC ISLANDERS" includes persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands (example: China, Japan, Korea, the Philippine Islands and Samoa.)

"AFRICAN AMERICAN" includes persons having origins in any of the Black racial groups.

"HISPANIC" includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish descent.

"WHITE" includes persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian Subcontinent.

Check Only One Box

American Native or Alaskan Native (I)	Asian or Pacific Islanders (A)	African American (B)	Hispanic (H)	White (W)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you require reasonable accommodations during the application and/or testing process? No Yes

If yes, please identify your need:

CITY OF WEST WENDOVER
PART TIME FIRE FIGHTER
ORIENTATION, JOB DESCRIPTION & SUPPLEMENTAL QUESTIONNAIRE
(Attach all documents to application)

Orientation

This orientation is to provide for you the steps in becoming a West Wendover Part Time/Volunteer Fire Fighter and, to give you an idea of what the Fire Department is about and what is expected from you as a member. Your time is appreciated in looking into the possibility of becoming a West Wendover Volunteer/Part Time Firefighter. As part of the process in becoming a Fire Fighter you will need to complete the following steps:

1. Arrange to have an interview with the Fire Chief where you will be introduced to the Who, What, Where, When, Why and How of fire service.
2. During your initial interview, it will be determined if the applicant has the available time to train and respond to alarms. **Training is held every Wednesday from 6PM to 11PM, so a commitment of 4 to 5 days a month for training should be anticipated.** The Firefighter will have some non-certifiable extra training and duties that need to be performed at the fire fighters convenience, i.e., learning the City streets, casinos, hotels, sprinkler systems, hydrant locations, driver's training and much more. Alarms cannot be scheduled therefore by just applying as a Part Time/Volunteer you are agreeing that whenever there is an alarm, you will respond as long as it doesn't interfere with your job or other excused reasons for not responding.
3. Review the position job description and requirements and then fill out the employment application and supplemental questionnaire and return them to the West Wendover City Hall, Room # 129.
4. Schedule an employment interview with the City's Human Resources to review your application materials for completeness and to begin the employment "in-processing" which will include several conditions to your employment. These conditions include satisfactory completion of:
 - a. Pre-employment drug/alcohol testing.
 - b. Employee physical
 - c. Background investigation
 - d. And any other identified requirements at the time of your employment

Once you have finished your "in-processing" you will be able to report to the Fire Station and be suited up to start your training.

Supplemental Questionnaire

Print or Type Clearly.

Applicant Name: _____

Address: _____

Complete mailing & physical address. _____

Daytime Phone: _____ **Evening Phone:** _____ **Mobile:** _____

Which number is best to contact you? Day Evening Mobile

E-mail address: _____

This form does not in any way imply or guarantee a contract or promise of employment with the City of West Wendover. All applicants must take and pass all phases of the selection process to continue. Failure to attend or pass any section of the selection process will result in applicant being removed from further consideration.

Upon completion of certain portions of the hiring process, applicants may be required to submit to a background investigation, supply appropriate release waivers for information, submit to fingerprinting and verification of education and references.

Below are listed a number of tasks required of Fire Fighters. Indicate your acknowledgement by putting an “X” or check mark in the appropriate box.

As a Part Time Fire Fighter, I am willing and able to:	YES	NO
1. Maintain the highest standard of integrity and ethics.		
2. Provide honest and professional service without partiality.		
3. Demonstrate initiative and desire to work in a problem solving environment.		
4. Keep information confidential and not share it inappropriately.		
5. Work without immediate supervision.		
6. Perform routine, repetitive tasks, including typing, completing reports, etc.		
7. Work weekends (Saturday & Sunday).		
8. Respond to call outs (day & night), outside of other full-time employment.		
9. Respond on holidays if necessary, outside of other full-time employment.		
10. Participate in required training on a weekly basis – Wednesday nights.		

Answer the following questions: *(If an explanation is necessary, limit your response to one page per question.)*

11. Have you ever left a job without giving advance notice? **YES NO**
If yes, please explain.

12. Have you ever resigned or been discharged as a result of misconduct? **YES NO**
If yes, please explain.

16. All candidates must possess a satisfactory work record with their current and past employers. Only those with a satisfactory work will be considered for employment. Each case will be examined on the basis of job relatedness and recency. Do you possess a satisfactory work record including performance evaluations with your current and past employers?
YES NO

Explain in detail any terminations and/or resignations in lieu of termination.

17. Provide all details of any misdemeanor or felony convictions (i.e.; date of occurrence, circumstances, sentence received, current status, etc.). Each case will be examined on the basis of job relatedness and recency.

15. Provide a list of all traffic violations in the past 5 years.

16. The City of West Wendover requires its employees to be free from illegal drug use. Have you used illegal drugs?

If yes, explain in detail

YES NO

Applicants Signature

Date

**CITY OF WEST WENDOVER
FIRE DEPARTMENT
PART-TIME FIREFIGHTER
Adopted: April 3, 2012**

POSITION DESCRIPTION

Under general supervision, on an “on-call” status, respond to fire alarms, medical emergencies, hazardous materials, urban rescue and other calls to protect life and property. Participate in fire prevention and training. Maintain the fire station and firefighting equipment.

CHAIN OF COMMAND

The Part-Time Firefighter shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by City policy.

DISTINGUISHING CHARACTERISTICS

This is the journey level position for the Fire Department. This position works as a team member of a fire or rescue response company and reports to the Fire Chief, Fire Captain, and/or Fire Lieutenant.

ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in italics) are those which are **least** likely to be essential functions for this position.

- Respond to fires and other emergency or public assistance incidents in a timely, safe, and skilled manner and participate in their control through hose laying, ladder operations, ventilation, extinguishment, salvage, and other activities as part of team effort.
- Rescue person endangered by fires or other hazards and administer first aid to injured parties when assigned.
- Conduct inspections and other fire prevention tasks including fire safety education to eliminate or reduce fire hazards and enforce fire codes.
- Develop and maintain high levels of work knowledge and skills for various duties through training, manipulative drills, and other skill maintenance programs.
- Operate and maintain properly and safely firefighting and other related equipment and apparatus in an efficient and effective manner.
- Keep fire station and other facilities in a clean, orderly and usable condition.
- Preserve evidence at fire scenes.
- Assist in completing other day-to-day work such as record keeping and map maintenance.
- Perform various public information and relations tasks, as appropriate and assigned through written and oral form.
- Maintain an adequate level of physical fitness to perform firefighting, rescue, equipment operation, and other related tasks.
- Perform related duties as required.

QUALIFICATIONS

Education/Experience/Training. Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:
Completion of a high school education or equivalent. Completion of training at local training center.

Knowledge/skill.

- Basic International Building & Fire Code provisions;

- Principles, practices and procedures of modern firefighting and emergency rescue;
- Basic techniques for handling hazardous materials;
- Operation of fire apparatus, equipment, tools, devices, facilities and their proper use;
- Emergency medical assistance and CPR techniques;
- Layout of the city's water main system and street numbering system;
- Basic life support procedures and techniques;
- Human anatomy and body functions; and
- Operation and basic maintenance of small motors.
- Analyze situations quickly and reach logical conclusions;
- Understand basic mechanical principles;
- Learn and apply first aid;
- Meet physical and medical requirements established by the department;
- Follow procedures and directions both in written and oral form;
- Fill out forms, reports, logs and draw diagrams;
- Live and work as a member of the team;
- Communicate with the general public;
- Understand basic arithmetic elements using whole numbers, decimals, percentages, and fractions;
- Learn and retain information;
- Work under stress; and
- Learn firefighting techniques, equipment operations and maintenance, rescue and other relevant techniques.

Special Requirements And Licensing. Must possess at a minimum a valid Class C Nevada (Utah, if residing in Utah) Driver's License or an equivalent from another state. If using an equivalent, must be able to obtain at a minimum a Nevada (or Utah, if residing in Utah) Class C license within 30 days as a condition of employment. Must be a U.S. citizen, or have the legal right to work in the United States.

Possession of a National Fire Protection Association (NFPA) Firefighter I certification within one year of employment.

Background Investigation: Due to the nature of this position, a background investigation may be conducted by the City as required, in order to establish suitability for employment.

WORKING CONDITIONS

Work is performed under the following conditions: Ability to tailor work hours to needs of department . Majority of time spent in fire station. Work in an emergency firefighting environment. Work in medical emergency situations, including vehicle accidents, swift water rescues, mountain rescues and other types of medical and rescue emergencies. Work in intense life-threatening conditions; exposure to fire, smoke, bodily fluids, swift water, heights and noise. Risk of death or injury from sudden cave-ins of floors, toppling walls, traffic accidents when responding to calls. May come in contact with poisonous, flammable, or explosive gases and chemicals, as well as radioactive or other hazardous materials that may have immediate or long-term effects on health. Frequent interruptions to planned work activities may occur; special needs from department heads, co-workers or public.

PHYSICAL DEMANDS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, stamina, and agility to utilize fire suppression equipment for long periods of time. Strength and stamina to fight fires while wearing heavy protective clothing. Frequent lifting and/or moving of objects 50-100 pounds or more. Specific vision abilities required include close vision, color vision, and the ability to adjust focus. Physical fitness must be maintained to perform a variety of maintenance duties as well as rescue activities.

CONTROLS OVER THE POSITION

The Part-Time Firefighter shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by City policy.

Performance And Evaluation: The employee will be evaluated on quantity and quality of work and the manner in which personal characteristics are brought to bear on that work. Performance evaluations will be performed as specified by City Policy.

Testing: A basic skills test may be conducted as part of the interview process and may include testing of skills specific to the requirements of fulfilling this particular job position, as determined by the Department Head, City Manager, or Human Resources Department.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Note: This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

FLSA Status: Non Exempt

“The City of West Wendover is an Equal Opportunity Provider”