



HUMBOLDT BAY FIRE JPA

533 C Street Eureka, CA 95501
Phone (707) 44-4000 Fax (707) 441-4133
Email: Recruitment@HBFire.org

Fire Chief Application

“Committed to Community Service through Leadership, Vision and Integrity.”

Humboldt Bay Fire Joint Powers Authority considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any legally protected status.

Upon request, applications may be made available in alternative accessible format; assistance in completing the application may also be available upon request. If you need special assistance in order to participate in the testing and/or interview process, please advise the Administrative Assistant at least 48 hours prior to your appointment by calling (707) 441-4000 so that we may make reasonable accommodations to assure accessibility.

(PLEASE PRINT)

PERSONAL INFORMATION

Full Name: _____ **Date:** _____
Last First Middle

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ **Email:** _____

Driver's License _____
State Number Class Expiration

Are you currently an employee with Humboldt Bay Fire(HBF)? Yes No

Have you previously been employed by or volunteered for HBF? Yes No

If yes, dates: _____ and in what capacity?: _____

May we contact your present employer? Yes No

EDUCATION

Do you have a High School Diploma, G.E.D or CA High School Proficiency Cert? YES NO

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Amount of credits or type of Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Amount of credits or type of Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Amount of credits or type of Degree: _____

Other Relevant Courses & Training

Name or Type:	_____
Length of Course:	_____
Date Completed:	_____

Professional Licenses and/or Certificates

Name or Type	_____
Serial Number	_____
Date Issued	_____
Expiration Date	_____

Employment

Start with your present or last job. Include any job-related military service assignments and volunteer activities. If you need additional space, please continue on a separate sheet of paper. Do not substitute this section with resume.

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Number Supervised (if any) _____ Hours per week: _____

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Number Supervised (if any): _____ Hours per week: _____

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Number Supervised (if any): _____ Hours per week: _____

Minimum Requirements

Complete the following questions to the best of your knowledge. Only attach certificates when requested.

	Yes	No
1. Do you have 10 years of demonstrable fire service experience with at least three years as a Chief Officer?		
2. Do you possess a California State Fire Marshal Company Officer Certification or equivalent? Attach copy of certificate with application.		
3. Do you possess an EMT license (or higher)? Attach copy of certificate with application.		
4. Do you possess a current CPR/AED? Attach copy of certificate with application.		
5. Do you possess a valid California Class "C" Driver's License with a Firefighter endorsement? Attach copy of certificate with application.		

Desired Requirements

Complete the following questions to the best of your knowledge. Only attach certificates when requested.

	Yes	No
1. Do you possess a Bachelor's degree from an accredited university? Attach copy of certificate with application.		
2. Do you possess a CA State Chief Fire Officer Certification or equivalent? Attach copy of certificate with application.		
3. Have you completed the Executive Fire Officer Program through National Fire Academy? Attach copy of certificate with application.		

ADDITIONAL INFORMATION:

Use this space to provide additional information as required by this application or to describe in detail any aspects of your experiences that are pertinent to your employment by the Humboldt Bay Fire JPA.

EQUAL OPPORTUNITY

Humboldt Bay Fire Joint Powers policy is to promote equal employment opportunity to all without regard to sex, age, race, color, religious creed, national origin, ancestry, political affiliation, marital status, disability or other non-merit factors.

REASONABLE ACCOMMODATION FOR THE DISABLED

Humboldt Bay Fire Joint Powers Authority makes reasonable accommodation for disabled persons. Individuals with disabilities requiring any accommodation in order to participate in the testing process must inform the Fire Chief in writing no later than the final filing date as stated on the job announcement. Also, those applicants needing such accommodations may be required to document this request including an explanation as to the type and extent of accommodations, as well as documentation from a qualified authority of the requirements needed to participate in the selection process.

IMMIGRATION LAW

In accordance with the Immigration Reform Act of 1986, Humboldt Bay Fire Joint Powers Authority must verify once an employment offer has been made, that all persons have written proof of their right to work in the United States. Therefore, acceptable proof of right to work must be submitted prior to the start date.

Disclaimer and Signature

I have read and understand all the information contained in this application. I authorize the release of information concerning my qualifications, character, or prior record to HBF JPA through inquiries to any sources.

I certify that all statements in this application are true and complete: that there are no misrepresentations, falsifications, or omissions of material fact and I am aware that any misstatements or omissions of material fact may cause rejection of my application, disqualification from competing for, or discharge from any employment in this jurisdiction. Furthermore, I may be required to submit verification of any information provided on this application.

I understand that as a condition for employment, I may be required to take and pass medical and psychological tests including drug and alcohol screening. I further understand that to work in a public agency I may be fingerprinted prior to my employment.

I understand that, if hired, I will be required to abide by all policies and procedures of Humboldt Bay Fire Joint Powers Authority.

Signature: _____ Date: _____