DAISY MOUNTAIN FIRE & MEDICAL

VOLUNTEER RECEPTIONIST

Daisy Mountain Fire & Medical is currently recruiting for a Volunteer Receptionist for our new Administrative Office in Anthem, Arizona. We are looking for candidates who can commit to a minimum of 15 hours per month and can choose from the following shifts:

• 8:00 a.m. – 12:30 p.m.
• 12:30 p.m. – 5:00 p.m.
• 8:00 a.m. – 5:00 p.m.

Position Summary

The Volunteer Receptionist acts as the first point of contact for the District, via telephone and in person. The Receptionist may also perform a variety of administrative activities to support the functions of the District.

Essential Functions

• Serve as receptionist for the Daisy Mountain Fire & Medical Administrative office by answering the telephone; greeting office visitors; providing information and assistance to callers including residents, employees, and various outside agencies; and taking messages or referring calls or visitors to appropriate personnel.
• Operate office machinery such as computers, calculators, copiers and other equipment in assigned office or area.
• May assist Administration personnel with projects and tasks as needed;
• Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
• Ability to follow and positively model support of DMFD’s Mission, Vision and Values.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

• Modern office practices and procedures, including business correspondence, record keeping systems, and standard office equipment operations;
• Correct English usage, including spelling and grammar.
Ability to:

- Speak clearly and concisely to obtain and relate information;
- Learn to interpret and apply laws, rules and written directions to specific situations;
- Establish and maintain effective working relationships with co-workers and the public;
- Work with officials and the public in routine, emergency and emotional situations.

ADDITIONAL REQUIREMENTS

- Some positions require the use of personal or District vehicles on District business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for District business will be prohibited if the employee does not have personal insurance coverage.

ACCEPTABLE EXPERIENCE AND TRAINING

- High school diploma/GED
- Effective oral and written communication skills

Daisy Mountain Fire & Medical applications can be downloaded from our website at www.daisymountainfire.org and will be accepted the following ways:

- In person at Daisy Mountain Fire Administration building located at 41018 N. Daisy Mountain Drive, Anthem, AZ 85086
- By mail at 515 E. Carefree Hwy PMB 385 Phoenix, AZ 85085 Attn: H.R. Department
- By fax at (623) 465-7632 Attn: H.R. Department

This position is open until filled. Panel interview schedule TBD.

_Daisy Mountain Fire District is a drug free workplace and an Equal Opportunity Employer committed to a diverse workforce._
DAISY MOUNTAIN FIRE DISTRICT
CITIZEN CORPS VOLUNTEER APPLICATION

APPLICATION INSTRUCTIONS:

Read the job description and answer all questions completely, including any supplemental questionnaire forms. Type or print all answers. Sign this application and all other forms. **Resumes may not be substituted in lieu of the requested information.** Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or dismissal from DMFD. Applications must be received by the posted deadline, whether submitted in person, by mail or fax. The DMFD is not responsible for applications that are not received by the posted deadline, are incomplete or illegible.

GENERAL INFORMATION

Position Applying For: ☐ Citizen Corps ☐ Cadets

Name (Last, First, MI): ___________________________________________________________

Home Address: ________________________________________________________________

City: ___________________ State: _______ Zip: ___________ Telephone: __________________

Alt Telephone: ___________________ Email: __________________________________________

Do you have a legal right to work in the U.S.? ☐ Yes ☐ No

All new hires will be required to submit verification of the legal right to work in the United States within three (3) business days beginning with their first day of work. In accordance with the Immigration Reform and Control Act of 1986, we are legally prohibited from employing anyone who cannot provide such verification.

DRIVER’S LICENSE INFORMATION

<table>
<thead>
<tr>
<th>Do you have a valid Driver's</th>
<th>Driver's License Number:</th>
<th>State:</th>
<th>CDL?</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes ☐ No</td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
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</tbody>
</table>

List any CDL endorsements:
Do you have a High School Diploma or a G.E.D.?  □ Yes  □ No

EDUCATION INFORMATION

<table>
<thead>
<tr>
<th>Name of High School / College University</th>
<th>Major:</th>
<th>Type of Degree:</th>
<th>Degree Completed:</th>
<th>Credit Hours:</th>
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<td>□ Yes  □ No</td>
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<td>□ Yes  □ No</td>
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List any specialized Training, Certification and Skills:

__________________________________________________________

__________________________________________________________

Are you a Veteran or qualified spouse of a Veteran?  □ Yes □ No  (Please attach DD214)

Branch of Service:______________  Date of Discharge:________________________

Begin with your present or most recent employer. List all jobs, paid or volunteer, over the last ten years. Include any experience prior to ten years ago that relates to the position. Your qualifications will be evaluated on the information provided on this application form and, if applicable, any supplemental questionnaire forms. PLEASE NOTE: RESUMES MAY NOT BE SUBSTITUTED FOR THE REQUESTED INFORMATION!

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Employment Dates: (Mo/Yr) From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer:</td>
<td></td>
<td></td>
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<tr>
<td>Phone #:</td>
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<tr>
<td>Address:</td>
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<tr>
<td>City:</td>
<td>State:</td>
<td>Zip:</td>
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<tr>
<td>Direct Supervisor:</td>
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<tr>
<td>Annual Salary:</td>
<td>Hours Per Week:</td>
<td>Number of Employees Supervised:</td>
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<tr>
<td>Primary Job Duties:</td>
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</tr>
</tbody>
</table>

May we contact your present or most current employer?  □ Yes  □ No

Reason for leaving:
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Have you ever been terminated, discharged, or resigned in lieu of termination due to misconduct or unsatisfactory service?

☐ Yes ☐ No If yes, please name the employer, explain the circumstances, and date (mo/yr).

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Have you ever been convicted of a misdemeanor or felony; placed on probation; fined or given a suspended sentence at the federal, state, local, and/or military level?

☐ Yes ☐ No If yes, please explain the nature of the conviction and the date of the conviction (mo/yr):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
PLEASE READ THE FOLLOWING STATEMENTS AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.

- By signing this application, I certify that all statements made on this form are true and complete to the best of my knowledge. I understand that, any omission, misstatement, or falsification may be cause for rejection of this application and/or discharge from Fire District employment.
- I also authorize the Daisy Mountain Fire District to make all necessary and appropriate investigations allowable by law to verify the information concerning my employment.
- I understand that any offer of employment will be conditional upon the results of a criminal background investigation and a Driver's License check.
- I understand that my employment is at will, that the terms and benefits provided to me do not constitute any contractual relationship between myself and the District, is for no definite period of time and is terminable by myself or the District with or without notice or cause. No oral statements or representations made either before or during employment can change or modify this non-contractual and at-will relationship.
- I understand that in consideration for my employment, I agree to comply with all federal, state and local laws, as well as District policies, procedures, rules/regulations and guidelines, which may be changed from time to time.
- I understand that this application will remain active only for the job opening for which I have applied and will become inactive upon completion of the associated hiring process.
- I understand that it is my responsibility to keep the Fire District advised of any changes of address and/or phone number. I have read the above, understand its content and meaning, and agree to all of its provisions.
- This application and application process are intended for selecting volunteers. The terms “hiring”, “employment”, and similar terms, are used for succinctness and brevity, and do not imply compensation of any kind.

Applicant's Name: __________________________________________________________

Applicant's Signature: Date: __________________________________________________

It is the policy of Daisy Mountain Fire District to grant equal employment opportunity to all persons in all terms, conditions, and privileges of employment without regard to race, creed, color, sex, religion, national origin, age, marital status, physical/mental disability or veteran status.

DAISY MOUNTAIN FIRE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER
Employment Applicant
Information Release Waiver

I voluntarily and knowingly authorize, for employment purposes only, any present or past employer or supervisor, university or institution of learning, administrator, law enforcement agency, state agency, federal agency, credit bureau, private business, military branch or the National Personnel Records Center, the Bureau of Criminal Apprehension, personal reference, and/or other persons or organizations, to give record of information they may have concerning my criminal history, motor vehicle history, earnings history and employment records, general reputation, character, and any other information requested to Daisy Mountain Fire District and/or its agents or representatives. I understand that, if hired, my consent will apply throughout my employment with the Daisy Mountain Fire District

Applicant Name:________________________________________________________

Applicant Signature:____________________________________________________

Date: ________________________________

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