



CHELAN FIRE AND RESCUE

STEPS OF THE APPLICATION PROCESS:

FIRST STEP:

- ✓ Complete the application and attached forms.
- ✓ Return application to the administrative office.

SECOND STEP:

- ✓ Upon submission of the application a driver record and criminal history check will be executed.
- ✓ The Fire Chief will review the driver record and criminal history check occurrences.
- ✓ An interview with the applicant will be scheduled with the Fire Chief.

THIRD STEP:

- ✓ Upon approval from the Fire Chief for the above reviews.
- ✓ A physical examination and drug test will be obtained through Lake Chelan Community Hospital.

FORTH STEP:

- ✓ Upon approval of the physical examination from the Physician and review of the Fire Chief.
- ✓ Applicants - Steps 1 through 4 approved process will be submitted to the Board of Fire Commissioners for final acceptance into the fire department.

FIFTH STEP:

- ✓ Register volunteer with Board for Volunteer Firefighter Disability and Pension.
- ✓ Register volunteer with Washington State Fire Fighters Widow's and Spouse Fund.
- ✓ Complete W-4 and I-9 information
- ✓ Issue firefighting gear and equipment.
- ✓ Issue Policy and Procedure book
- ✓ Activate 1-year probation

CHELAN FIRE AND RESCUE IS AN EQUAL OPPORTUNITY EMPLOYER THAT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, MARITAL STATUS OR GENDER.