EMPLOYMENT APPLICATION – Program Manager WF&ED

SOUTH KING FIRE & RESCUE

31617 1st Ave So • Federal Way, WA 98003
Ph: 253-839-6234 • Fax: 253-529-7204

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City, State, ZIP			
Phone	E-mail Address		
Date Available			
Position Applied for			
Are you a citizen of the United States? YES ☐ NO ☐	If no, are you authorized to work in the U.S.? YES ☐ NO ☐		
Have you ever worked in government? YES ☐ NO ☐	If so, when?		

EDUCATION		
High School	Address	
	Did you graduate? YES ☐ NO ☐	Degree
College	Address	
	Did you graduate? YES ☐ NO ☐	Degree
Other	Address	
	Did you graduate? YES ☐ NO ☐	Degree

REFERENCES	
Please list three professional references.	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

CURRENT AND PREVIOUS EMPLOYMENT		
Company		Phone
Address		Supervisor
Job Title	From	To
Responsibilities		
Reason for Leaving		
May we contact your previous supervisor for a reference?	YES ☐	NO ☐
Company		Phone
Address		Supervisor
Job Title	From	To
Responsibilities		
Reason for Leaving		
May we contact your previous supervisor for a reference?	YES ☐	NO ☐
Company		Phone
Address		Supervisor
Job Title	From	To
Responsibilities		
Reason for Leaving		
May we contact your previous supervisor for a reference?	YES ☐	NO ☐

MILITARY SERVICE		
Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

NOTICE:
Application must be typewritten or clearly printed. All questions must be answered. All attached forms must be completely filled out and signed. Applications that are not complete and legible will not be considered. If space provided is not sufficient and you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions. This application will be considered active for one year.

South King Fire & Rescue is an Equal Opportunity Employer. We do not discriminate in any unlawful way against race, religion, age, color, sex, national origin, marital status, qualified individuals with a disability or any other legally protected status.

South King Fire & Rescue will provide reasonable accommodation for qualified individuals with known disabilities. We request that you provide us with the information regarding the reasonable accommodation we could make in order for you to perform the key essentials of the job properly and safely. Additionally, an applicant with a disability who needs an accommodation during the application or interview process should request the accommodation from the Human Resources Department.

ALL APPLICANTS MUST SIGN THE FOLLOWING:

Applicants will be required to pass a background, credit check, and drug screening. I understand that I will be required to sign waivers authorizing reference checks and a background investigation, I understand that any offer of employment is contingent upon successful passing of all the above.

I hereby certify there are no misrepresentations or falsifications of statements and/or answers to questions herein. I am aware that should an investigation disclose such misrepresentations, omissions and/or falsifications, my application may be rejected. I am further aware that misrepresentations, omissions and/or falsifications, whenever discovered, will constitute grounds for immediate dismissal.

I understand and agree to these conditions and I hereby certify that all statements made by me on this application are true and complete to the best of my knowledge.

_____
(Signature of Applicant)

_____
(Print Name of Applicant)

_____
(Date)

South King Fire & Rescue – Application Supplemental Questionnaire

Position: Program Manager - Workforce & Equity Development

Please answer all questions below on a separate sheet and include with your Employment Application Materials

Introduction: Diversity, equity, and inclusion (DEI) is a topic that has gained significant attention and generated wide spread discussions across every type of organization and industry. In 2020, DEI became a strategic focus for South King Fire & Rescue. This position was created to advance the initiative by developing and deploying Department wide coaching, learning and training curriculum that advocates inclusivity, and a culture that builds collaboration and effective relationships within the workforce and the community we serve.

Q1 – Please describe your experience and/or understanding of DEI objectives and initiatives within an organization.

Q2 – In what ways do you view this Program Manager position as an "asset" to the Fire Department and the community it serves?

Q3 – Please describe your accumulative education and/or work experience in the field of HR, and include copies of certificates and/or degrees achieved.

Q4 – Please include any other skills, experience or information about yourself you feel makes you a great candidate for the Program Manager position.

Thank you for completing this questionnaire. Please include with your appliction packet.