



West Thurston Regional Fire Authority

“Serving Better Together”

10828 Littlerock RD. SW, Olympia WA 98512 ♦ <http://www.westthurstonfire.org>

Ph: (360) 352-1614 ♦ Fax: (360) 352-1696

MEMBERSHIP APPLICATION

West Thurston Regional Fire Authority proudly provides emergency services across 156 square miles through a dedicated team of career and volunteer firefighters and EMTs. Our volunteers are an essential part of our organization, responding to emergencies, supporting community events, providing public education, and helping deliver exceptional service to the citizens of our district.

Whether your goal is to give back to your community or begin a career in the fire service, our volunteer program provides the training, mentorship, and real-world experience needed to succeed. From the day you apply, you'll receive guidance from our Volunteer Recruit and Retention Coordinator while serving and training alongside experienced career firefighters and EMTs. Volunteers are held to the same professional standards and are expected to provide the same high level of service as our career personnel.

Volunteering is a rewarding experience that requires dedication and professionalism. Volunteers are expected to:

- Complete a minimum of 36 scheduled duty hours each month
- Attend required training and continuing education
- Respond to emergency incidents when available
- Participate in community events and public education
- Assist with station, apparatus, and equipment readiness
- Represent West Thurston Regional Fire Authority with professionalism and integrity

Applicants must:

- Be committed to serving the community
- Possess a valid driver's license with a good driving record and criminal background investigation
- Successfully complete the written examination, oral interview, and physical ability test
- Pass an NFPA-compliant medical examination after acceptance

Applicants who possess a current Candidate Physical Ability Test (CPAT) certificate through the National Testing Network (NTN) or Public Safety Testing (PST) may use that certification in place of the department physical ability test.

No prior fire or EMS experience is required. West Thurston Regional Fire Authority provides all required training, instructional materials, PPE, and mentorship.

Upon acceptance into the program, volunteers will complete both the EMT course and Fire Academy. Each course typically lasts 3–4 months, meeting two evenings per week and one weekend day. Recruits must maintain a minimum 80% academic average and meet all attendance requirements throughout each program.

Upon successful completion, volunteers earn:

- National Registry EMT (NREMT)
- IFSAC/ProBoard Firefighter I
- Hazardous Materials Awareness
- Hazardous Materials Operations

Volunteer Firefighter/EMTs respond to fire, medical, rescue, and other emergency incidents while providing Basic Life Support patient care, participating in fire suppression and rescue operations, operating firefighting equipment, assisting with station and apparatus maintenance, supporting community outreach, maintaining required certifications, and sustaining the physical fitness necessary to safely perform the duties of the position.

Volunteering with West Thurston Regional Fire Authority is more than joining a fire department, it's becoming part of a team dedicated to protecting lives, serving neighbors, and strengthening our community.

Thank you for your time and interest. We look forward to hearing from you soon.

*If you have questions about volunteering with West Thurston Regional Fire Authority; please contact
Andrea Revnoldson at 360-352-1614 or via email at: Andrea.Revnoldson@wtrfa.org*



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STATEMENT OF INTENT TO VOLUNTEER SERVICES

Initial each statement and sign the bottom

1. _____ It is my intent to give service as a volunteer to West Thurston Regional Fire Authority. I understand that I will not receive compensation for my services, but may receive a nominal fee and/or expense reimbursement, as determined by the Governing Board.

2. _____ I understand that upon acceptance to the program that West Thurston Fire will sponsor you into the County Fire Academy and EMT class, but it may be your responsibility to pay up-front the cost associated with the Certifications.

- Thurston County Recruit Fire Academy is approximately 3 months long and ranges from \$2000-\$4000. WTRFA will invoice for \$600 towards the academy cost.
- Thurston County EMT Class is approximately 3 months long and fees are waived by Thurston County Medic 1.
- If in the event that you come to WTRFA with having current certifications and in good standing these fees can be waived

In addition, fee's can be earned back by the volunteer by remaining in good standing with the agency for a minimum of 1 year AND attend all training to keep your certifications, attend meetings as required by Labor and Industry, complete any taskbooks required, pass probation and complete the minimum monthly Washington State Volunteer Board requirement of 36 hours per month as a Volunteer Firefighter/EMT or 108 shift hours per month as a Resident Firefighter/EMT. (Administrative Volunteer/Firetone candidates not applicable)

3. _____ I offer my services freely and without pressure or coercion direct or implied from any member of West Thurston Regional Fire Authority or the Governing Board. In addition, I understand that my service as a volunteer is subject to termination from the program without notice by both myself and the Department. I understand that I am not an employee, and that as a volunteer, I am not subject to employment laws.

4. _____ I understand that volunteer duty responder shifts worked at any of the West Thurston Regional Fire Authority stations are voluntary and are not required, but if I choose to work these shifts I will receive "per diem" for the meals missed by being on duty per policy. (Administrative Volunteer/Firetone candidates not applicable)

SIGNATURE:

DATE:



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PERSONAL DATA	POSITION APPLYING FOR				CELL PHONE
	NAME		WORK PHONE		HOME PHONE
	ADDRESS		D.O.B		SOCIAL SECURITY NUMBER
	CITY	STATE	ZIP	DRIVERS LICENSE #	EMAIL ADDRESS
	Do you have any conditions which would prevent you from performing in this position? Yes No				
	If yes, what accommodations would you need, if any, to assist you in performing your duties? (please attach)				

EDUCATION	NAME OF SCHOOL, UNIVERSITY OR VOCATIONAL SCHOOL	DEGREE	DATES ATTENDED FROM/TO	MAJOR	GPA
	HIGH SCHOOL				
	COLLEGE				
	COLLEGE				
	OTHER				
	OTHER				

EMPLOYMENT HISTORY	List your work experience for the last 3 years including self employment, military service and periods of unemployment. Attach additional sheets if necessary				
	MOST RECENT EMPLOYER		PHONE	FROM-TO	
	ADDRESS		HOURS WORKED		
	TITLE/POSITION		IMMEDIATE SUPERVISOR		
	JOB DESCRIPTION				
	REASON FOR LEAVING				
	EMPLOYER		PHONE	FROM-TO	
	ADDRESS		HOURS WORKED		
	TITLE/POSITION		IMMEDIATE SUPERVISOR		
	JOB DESCRIPTION				
	REASON FOR LEAVING				
	EMPLOYER		PHONE	FROM-TO	
	ADDRESS		HOURS WORKED		
	TITLE/POSITION		IMMEDIATE SUPERVISOR		
	JOB DESCRIPTION				
	REASON FOR LEAVING				

For internal use only: Date received: _____ By: _____ Followed up: _____ By: _____

List any organizations you have volunteered for		
VOLUNTEER ORGANIZATION	PHONE	FROM-TO
ADDRESS	HOURS WORKED	
TITLE/POSITION	IMMEDIATE SUPERVISOR	
JOB DESCRIPTION		
REASON FOR LEAVING		
VOLUNTEER ORGANIZATION	PHONE	FROM-TO
ADDRESS	HOURS WORKED	
TITLE/POSITION	IMMEDIATE SUPERVISOR	
JOB DESCRIPTION		
REASON FOR LEAVING		
VOLUNTEER ORGANIZATION	PHONE	FROM-TO
ADDRESS	HOURS WORKED	
TITLE/POSITION	IMMEDIATE SUPERVISOR	
JOB DESCRIPTION		
REASON FOR LEAVING		

CERTIFICATES	EXPIRATION DATE	SKILLS
TYPING SPEED	HOW MANY YEARS OF COMPUTER EXPERIENCE DO YOU HAVE?	
WHAT COMPUTER SOFTWARE ARE YOU PROFICIENT WITH?		
OTHER RELATED EXPERIENCE		

List names and telephone numbers of three business/work references who are <i>not</i> related to you, and are <i>not</i> previous supervisors. If not applicable, list three school or personal references who are not related to you.				
NAME	TITLE	RELATIONSHIP	PHONE	YEARS KNOWN

PLEASE LIST PRIMARY AND SECONDARY EMERGENCY CONTACTS		
NAME	RELATIONSHIP	PHONE NUMBER
NAME	RELATIONSHIP	PHONE NUMBER

CONVICTION/CRIMINAL HISTORY INFORMATION

This form must be completed to be considered for employment

When considering individuals for employment (both career and volunteer), conviction/criminal history records are reviewed as they are related to the content and nature of the work, and the safety and security of the fire district staff and the public. A conviction/criminal history does not necessarily disqualify an individual for employment/volunteer membership. Criminal history records will be subject to a satisfactory criminal conviction report. Applicants will be asked to sign a separate release form. Applicants who do not sign the release will be removed from the consideration for the employment/volunteer membership.

Note If you have had a felony arrest, you can not proceed with the application process. If you have had a misdemeanor crime against person within the past 10 years, or any other misdemeanor arrest within the past 5 years, you may not proceed with the application process.

Instructions: Complete ALL sections and sign below. The information you provide will be used only as it relates to consideration for employment (paid and volunteer)

NAME

SOCIAL SECURITY NUMBER

POSITION APPLIED FOR

CRIMES AGAINST PERSONS AND CRIMES RELATING TO FINANCIAL EXPLOITATION

Have you ever been convicted of any of the crimes listed below? ☐ NO ☐ YES - If yes, check all that apply and describe in space below.

- | | | |
|---|--|---|
| ☐ Arson | ☐ Extortion | ☐ Promoting Prostitution |
| ☐ Assault, Custodial | ☐ Forgery | ☐ Prostitution |
| ☐ Assault, Simple | ☐ Incest | ☐ Robbery |
| ☐ Assault | ☐ Indecent Exposure-Felony | ☐ Rape |
| ☐ Burglary | ☐ Indecent Liberties | ☐ Rape of Child |
| ☐ Child Abandonment | ☐ Kidnapping | ☐ Selling/Distr. Erotic Materials to a Minor |
| ☐ Child abuse or Neglect | ☐ Malicious Harassment | ☐ Sexual Exploitation of a Minor |
| ☐ Child Buying or Selling | ☐ Manslaughter | ☐ Sexual Misconduct with a Minor |
| ☐ Child Molestation | ☐ Murder, Aggravated | ☐ Theft |
| ☐ Communication with a Minor | ☐ Murder | ☐ Unlawful Imprisonment |
| ☐ Criminal Abandonment | ☐ Patronizing a Juvenile Prostitute | ☐ Vehicular Homicide |
| ☐ Criminal Mistreatment | ☐ Promoting Pornography | ☐ Violation of Child Abuse Restraining Order |
| ☐ Custodial Interference | | |

Explanation of Violation(s):

X

SIGN HERE

DRIVING RECORD EVALUATION

This form must be completed to be considered for employment

All applicants for career and volunteer positions with West Thurston Regional Fire Authority will have their driving records evaluated. West Thurston Regional Fire Authority uses the violation points system listed below. If your permanent driving record reflects a total of six (6) points or more for a period of 36 months (3 years) preceding the date of acceptance, you will not be allowed to continue the process. Therefore, if you know that your driving record is less than six points, you may apply. However, any new violations that occur before the completion of the probationary process, which put your total score over six points will disqualify you. Annual evaluation of a member's driving record may be made during a member's employment or volunteer service. Any current member found in violation of this evaluation will result in the suspension of the driving privileges and/or termination of employment with West Thurston Regional Fire Authority .

Explanation of Violation(s):

Violations	Points
Revocation of Driver's License	8
Denial of Issuance of Driver's License	8
Negligent Homicide	8
Driving while Intoxicated (involving an accident)	8
Driving while Intoxicated (not involving an accident)	6
Reckless Driving (involving an accident)	8
Reckless Driving (not involving an accident)	6
Negligent Driving (involving an accident)	5
Negligent Driving (not involving an accident)	4
Hit and Run (attended, occupants in vehicle)	8
Hit and Run (unattended, no occupants in vehicle)	6
Driving while license is Suspended (DWLS)	4
<i>Speeding in Excess of the Posted Limit:</i>	
0-14 mph over	2
15-19 mph over	3
20-25 mph over	4
26 mph and over	5
<i>Convictions of forfeitures for other moving violations:</i>	
Each Violation Involving an Accident	4
Each Violation not Involving an Accident	2

I hereby certify, under the penalty of perjury in the state of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I authorize my current and former employers and all schools or educational and technical institutions which I have attended to provide Fire Department representatives any information regarding my current and former employment, including performance, discipline and attendance, scholastic records or ratings. I hereby release any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts. I hereby waive any claims against West Thurston Fire District No. 1 for relying on any information from my prior employers. I am willing to submit to a pre-employment physical examination if required.

I understand that as a condition of employment I must provide documentation to prove my eligibility to obtain employment along with personal identification information as required by the Immigration Reform and Control Act of 1986.

I UNDERSTAND THAT MY APPLICATION WILL NOT BE CONSIDERED UNLESS IT IS SIGNED.

X

Date:

How did you find out about volunteer opportunities with West Thurston Regional Fire Authority?

Application Checklist:

- ☐ Completed Application (all sections filled out and signed)
- ☐ Resume
- ☐ Letter of interest