

**Tightwad Fire Protection District
Applicant Checklist**

Name: _____

INITIAL APPLICATION PROCESS

___/___/___ Received *Application Form 218-1*

___/___/___ Personnel File established

___/___/___ Interview conducted to determine if applicant meets the minimum bona fide occupational qualifications (BFOQ), etc.

___/___/___ Applicant notified if disqualified (*Application* and disqualification notification filed in Personnel File)

PRE-OFFER HIRING PROCESS

___/___/___ *Information Release Waiver and Indemnity Form 218-3* completed and signed

___/___/___ *Request for Criminal Record Check Form SHP-158* completed and signed

___/___/___ *Request from Record Holder Form DOR-4681* completed and signed if driving is a BFOQ

___/___/___ If Applicant is an employee or volunteer of a related agency, secure approval (see #518 Dual Employment)

___/___/___ References and background checked, e.g., criminal, driving, education, employment histories, etc.

___/___/___ Applicant examination conducted by: _____

___/___/___ Written Job Offer sent to Applicant **OR** Applicant notified if disqualified or declined (check one)

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POST-OFFER HIRING PROCES

___/___/___ Signed Job Offer **OR** Signed Declination returned by Applicant

___/___/___ Over 17 **OR** Under 17; *Certificate to Employ a Child DOL Form 500-1368* sent to Applicant's Superintendent (check one)

___/___/___ Over 17 **OR** Under 17; Approved *Certificate to Employ a Child DOL Form 500-1368* received from Applicant's Superintendent (check one)

___/___/___ Appointment made by completing *Personnel Action Form 254-2*

___/___/___ Applicant's oath/affirmation taken (preferably at a Board of Directors' meeting)

___/___/___ *Employment Eligibility Verification Form I-9* completed and signed, including attaching photocopies of appropriate identification verifying the Applicant's eligibility to work in the United States

___/___/___ *Personnel Data Form 254-1* completed and signed

___/___/___ *Employee Confidentiality Agreement Form 730-1* completed and signed

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PERSONNEL FILE CONTENTS

____/____/____ Personnel File contains *only* the following applicable documents:
(check all that apply; "NA" if a document does not apply)

- Completed and signed *Application Form 218-1*
- Completed and signed *Information Release Waiver and Indemnity Form 218-3*
- Completed and signed *Request for Criminal Record Check Form SHP-158*
- Completed and signed *Request from Record Holder Form DOR-4681*
- Approved *Dual Employment Request Form 518-1*
- Signed Job Offer **OR** Signed Declination
- Approved *Certificate to Employ a Child DOL Form 500-1368*
- Completed and signed *Personnel Action Form 254-2*
- Completed and signed *Employment Eligibility Verification Form I-9*, including attachments
- Completed and signed *Employee Confidentiality Agreement Form 730-1*
- Completed and signed *Personnel Data Form 254-1*