



## Applicant Self-Assessment Checklist

**Category:** Personnel – Series 2000

**Adopted By:** Ben Andrews, Fire Chief

**Replaces:** N/A

**Effective:** 12/5/17

**Related Documents:** [SOP 2410, Hiring Process Guidelines](#), Clallam County Fire District 3

As a public safety provider, the Fire District is entrusted by the community it serves to ensure public trust is not violated. Consequently, the District has a duty to ensure that all its members, both volunteer and career, possess the qualities worthy of the public's trust. Therefore, all candidates for volunteer and career positions are subject to background investigation before they can be deemed fully eligible for placement. Background investigations, dependent on the position and its essential job functions, typically include a combination of the following: criminal history checks, driving abstract and related police records check (for positions that entail driving emergency vehicles), reference checks with prior employers and personal references, drug screening, and other screening mechanisms.

In the process of conducting background investigations, the Fire District will comply with the federal Fair Credit Reporting Act, Washington State regulations on pre-employment inquiries, and other laws applicable to background checks and hiring public safety employees.

Clallam County Fire District 3 encourages all qualified applicants to apply, and does not automatically accept or reject applicants based on any particular criteria. However, applicants should be aware that there can be issues in the applicant's past that may disqualify them as an eligible candidate. Whether a particular issue is relevant to a hiring decision depends on various factors such as the nature of the position sought and the relevance of the issue to that position. Issues that may be relevant to a hiring decision include:

**Driving Record** (*Only required of positions that require driving emergency vehicles.*)

- 1 or more traffic crime convictions in the last 5 years (DWI, reckless driving, etc.).
- Suspension of driver's license within the past 5 years.
- 3 or more moving violations within the past 3 years.
- 2 or more at-fault accidents within the past 3 years.

**Drug Use** (*The following are not automatic disqualifiers, but may serve as such, depending on the circumstances*)

- Illegal use of ANY controlled substance since applying to, or while employed in a public safety capacity.
- Illegal sale of ANY drug, including marijuana.
- Pattern of illegal use of prescription medication.
- ANY use of marijuana, including marijuana derivatives, bi-products or concentrates within 12 months of application. Please note that, though Washington State has decriminalized the use and possession of marijuana, it is still federally illegal and public safety employees are expected to adhere to all federal and state laws and regulations, both on and off duty.
- ANY use of other illegal drugs within the last 7 years.
- ANY use of LSD.

**Employment**

- 3 or more terminations or employment resignations in lieu of termination.
- Withdrawn from consideration for any (law enforcement/fire/corrections/dispatch) employment because of dishonesty.
- Dishonesty during any stage of the hiring process, including dishonesty on the applications, personnel history questionnaire, or other forms completed during the application process.

**Criminal Activity** *(May disqualify an applicant, but are considered on a case-by-case basis.)*

- Juvenile felony convictions. (will be carefully reviewed, but generally not considered as significant as adult convictions)
- Any adult felony conviction.
- Adult misdemeanor convictions (will be carefully reviewed, but generally not considered as significant as felony convictions).
- Unlawful sexual misconduct.
- A criminal proceeding pending or when under investigation for a crime.
- A validated history of criminal physical violence.
- Maintaining an on-going relationship with individual(s) who have been convicted of felony crimes and who are reputed to be involved in recent or current felonious activity.
- Any affiliation with, and/or support of, any organization or group which advocates the violent overthrow of the state or of the United State Government, or whose professed goals are contrary to the interest of public safety and welfare.

A criminal record will not disqualify a candidate unless doing so is job-related and consistent with business necessity. Determination will be based on: the nature and gravity of the offense(s); the amount of time passed since the offense was committed; and the nature of the position being considered. Where appropriate, if the District determines that a candidate's criminal record should preclude employment in the position sought, the candidate will be notified and afforded an opportunity to demonstrate why the criminal record should not preclude employment.

**Other**

- Work history that reflects incompetence, instability, dereliction of duty, or inability to get along with supervisors, co-workers, or the public.
- Inability to possess and/or obtain a valid driver's license. *(Only for positions that require driving a District vehicle)*
- Failure to provide proof of citizenship or graduation from high school, or GED equivalency, prior to appointment.
- Any conduct or pattern of behavior that would tend to disrupt, diminish or otherwise jeopardize public trust in the fire service profession or the Fire District.

The evaluation process for a position with the Fire District can be lengthy and an intensive process that involves a significant time commitment from the applicant. **While all qualified applicants are certainly encouraged to apply, the above-information is provided so applicants can make a deliberate and informed decision whether they wish to invest their time in the process.** If you have any questions, including questions about which background issues may be pertinent to a particular job opening, please feel free to contact the District's Human Resources Manager.