

# Deputy Chief



Duvall-King County Fire District 45 is currently seeking qualified fire service professionals for the position of Deputy Chief. Application packets will be accepted until the position is filled.

## ***DUVALL-KING COUNTY FIRE DISTRICT 45***



15600 1st Avenue NE  
PO Box 338  
Duvall, WA 98019  
Phone: 425-788-1625  
Fax: 425-788-0199  
[www.duvallfire45.com](http://www.duvallfire45.com)

E-mail: [kgattone@duvallfire45.com](mailto:kgattone@duvallfire45.com)



Dear Applicant,

Thank you for your interest in the Deputy Chief position with Duvall-King County Fire District 45. This packet is provided to assist with your application and details the required elements and timeline of the test. Please review all of the information carefully to ensure that you address each of the criteria. We welcome your participation and offer a few suggestions that could improve your chances of being a finalist:

- Customize your resume; applying your credentials to the qualifications and considerations listed in the application packet
- Keep your resume short and concise (two to three pages)
- Include a cover letter that expands on why you are suited for this position
- Fill out the Employment Application completely and sign it
- Complete the essay questions per the provided format/guidelines
- Fill out and sign the Pre-Employment Screening – Search Request Form (DataQuest)
- Sign and date the Authorization to Release Employment Records
- Include copies of all certifications, diplomas, and transcripts necessary for proof of qualifications and considerations listed in the application packet
- Assemble and send all items to: Duvall-KCFD45, 15600 1<sup>st</sup> Avenue NE, PO Box 338, Duvall, WA 98019
- It is your responsibility to update any changes in contact information after submission of application materials

All travel arrangements and accommodations are the responsibility of the applicant. Candidates may submit for partial reimbursement of travel costs. Any questions should be directed to HR Administrator Kelly Gattone via email ([kgattone@duvallfire45.com](mailto:kgattone@duvallfire45.com)).

Again, thank you for your consideration of this employment opportunity and good luck.

## The Position

The Deputy Chief is an exempt, administrative position that is responsible to and reports directly to the Fire Chief. The Deputy Chief performs command and administrative functions. General areas of responsibility include the oversight and support of emergency services delivery and preparedness, supervision of the Company Officers, volunteer program ownership and scheduling, departmental short and long-term planning, budget development and operation, statistical tracking and reporting, and other duties as assigned. The Deputy Chief enjoys a comprehensive benefits packages with an annual salary range of \$130,000-\$145,000 (depending on qualifications).

## The Community

Duvall-KCFD 45 is a special purpose taxing district located in the Snoqualmie Valley of northeast King County, Washington. The District serves an area of approximately fifty square miles that includes the City of Duvall ([www.duvallwa.gov](http://www.duvallwa.gov)) and a large portion of unincorporated King County. The District is made up of areas that are both suburban and rural and includes farms, ranches, and neighborhoods. Proximity to major employers, such as Boeing and Microsoft, make the Duvall area a desired location for commuters to enjoy a relaxed, small town atmosphere while maintaining close proximity to major cities and attractions. The area is noted for its scenery and is a favorite for outdoor enthusiasts that bike and hike. Many citizens participate in local events and outdoor festivals such as Movies in the Park, Duvall Days and parade, Sand Blast, the Farmer's Market, Christmas tree lighting, and the firefighter's annual Pancake Breakfast. Through these, and other events, the warmth of a smaller community is enjoyed by the residents.

Area schools are part of the Riverview School District which boasts a rate of 70% of graduating seniors advancing to college. The school district covers 250 square miles and serves more than 3250 students in three elementary schools, one middle, one high school, and three alternative programs. Additional information may be found at [www.riverview.wednet.edu](http://www.riverview.wednet.edu).

Calls for service are supported by a combination of career and volunteer members that work out of one full-time, one part-time, and one volunteer station. A new station, located in the eastern portion of the District, is set to open in late 2020 and will be fully staffed. The strong working relationship between IAFF Local 2878 and the volunteers strengthens response capabilities and staffing levels. In 2019, the District responded to 1175 calls with the majority being emergency medical. The District works regionally with neighboring fire departments in specialized areas such as hazardous materials response and wildland firefighting while utilizing functional consortiums for dispatch and advanced life support services.



*Station 167, opening Fall 2020*



*New Engine Push-in Ceremony 2019*

## **Qualifications**

Candidates should demonstrate knowledge of fire department operations and management, public administration of local governments, knowledge of best practices in the management of fire and emergency medical services, and the principles and practice of emergency preparedness and disaster response.

### **Minimum Qualifications**

- A bachelor's degree in fire science, business management, public administration, or other applicable field from a regionally accredited college or university; or an associate's degree (internal candidates only) with a strong combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work
- Ten years of progressively responsible full-time fire service experience with at least five years at the rank of battalion chief or higher
- Completion of ICS 100, 200, 300, 400, 700, and 800 (or ability to complete within one year of hire)
- Incident Safety Officer (NFA or equivalent)
- Washington State Emergency Medical Technician certification or completion within one year of appointment
- A current driver's license from a state or U.S. possession. A Washington State driver's license is required within 30 days of appointment
- Demonstrate the fitness level required of a firefighter by completing the District's firefighter Physical Ability Test
- A combination of education, experience and training that clearly demonstrates the required knowledge, skills, abilities, behaviors, and traits to perform the essential functions of the position may be considered as a part of the above requirements
- Comfort with basic computer operations and software (Microsoft Office, etc.)

### **Preferred Qualifications**

- Master's degree in public administration or a related field from a regionally accredited college or university
- Successful completion of, or currently enrolled in, the National Fire Academy's Executive Fire Officer Program and/or other executive programs
- Proven experience with a unionized workforce to include contract negotiation, contract management, and conflict resolution
- Recent and relevant experience with a volunteer or a combination department
- Strength in information technology (webpage design/maintenance, statistical reports)
- IFSAC Fire Officer II (or equivalent)
- IFSAC Instructor II (or equivalent)
- Chief Fire Officer Designation through the Commission on Professional Credentialing

### **Additional Consideration Areas**

- Competency in statistical management and reporting (Excel, Access, etc.)
- IFSAC Inspector II (or equivalent)
- Fire prevention experience (codes, inspections, investigations, and public education)
- Wildland firefighting certifications/experience (NWCG FFII, etc.)

## Ideal Candidate

- Familiar with the governance and operations of fire districts
- A people-oriented team player with excellent interpersonal relationship skills
- Capable of motivating and challenging employees to provide high quality customer service
- Strong communication skills; both orally and in writing
- Collective bargaining knowledge
- Ability to work within a collaborative management team
- Strong background with partnerships, regionalization, and inter-agency cooperation
- Proven to be a well respected professional who exhibits integrity, honesty, and possesses the highest ethical standards
- Ability to analyze organizational strengths and weaknesses and make recommendations for short/long-term approaches to improvement
- Ability to develop and maintain a budget
- Ability and willingness to mentor and develop others within the organization
- A good listener who is accessible and approachable with an open door policy, all while supporting the chain of command
- History of progressive, proactive, and innovative program development and work planning
- Reputation for successful follow-through and consistent implementation of programs and policies
- Ability to create/maintain effective relationships with and between paid and volunteer personnel
- Ability to effectively comprehend, develop, and implement plans to deal with critical issues
- A caretaker of the District's reputation
- Ability to empower personal growth through delegation

## The Process

- Interested candidates should submit a completed Duvall Fire application with a current resume and cover letter
- Applications will be accepted until the position is filled
- Eight finalists named to participate in an assessment center
- Assessment center exercises for top eight finalists
- Top three finalist named and will participate in meet and greet
- Chief interviews for top three finalist
- Conditional offer of employment issued
- Medical and psychological evaluations completed



## Job Description

**Deputy Chief**

Effective Date: January 2008

Replaces: February 2019

Revised: February 2020

**1. POSITION PURPOSE**

The Deputy Chief position is an exempt administrative position. His or her primary function is to oversee duty crews and emergency operations and related areas for the District.

**2. CONTROL OVER WORK**

The Deputy Chief is responsible to and reports directly to the Fire Chief.

**3. RESPONSIBILITIES****3.1. Emergency Services Delivery/Operations**

Command and direct the activities of assigned fire units and emergency aid units at the scene of fires, medical aid emergencies or disasters until relieved. Also, may serve in other capacities within the Incident Management System as needed.

**3.2. Fire Inspections and Plans Review**

- 3.2.1. Responsible for supporting the City of Duvall and/or its contractor in the administration of fire code inspections and permits.
- 3.2.2. Facilitate company inspections with training and supervision as necessary.
- 3.2.3. Represent the District's interest in plans review; in collaboration with the City of Duvall and/or its contractor.
- 3.2.4. Work collaboratively with the City of Duvall in the application of fire and building codes.

**3.3. Supervision**

- 3.3.1. Serve as direct supervisor to the Shift Captains.
- 3.3.2. In the absence of a promoted Shift Captain, serve as direct supervisor to Lieutenant(s).

- 3.3.3. Review and ensure completion of operational reports (NFIRs, EHR, etc.).
- 3.3.4. Enforce District policies, regulations, safety, and health standards and all applicable administrative operating procedures.
- 3.3.5. Prevent waste and damage of materials and equipment.
- 3.3.6. Carry out periodic personnel evaluations when assigned.
- 3.3.7. May be assigned in an acting capacity of higher rank.

### **3.4. Safety**

- 3.4.1. Coordinate and oversee the Safety Committee; including meeting agendas and minutes.
- 3.4.2. Participate in Safety Committee meetings and projects.
- 3.4.3. Work closely with the District Safety Officer and Safety Committee to identify and correct safety concerns and issues.

### **3.5. Training**

- 3.5.1. Attend meetings, seminars, schools and/or training sessions as may be assigned to keep abreast of modern Fire Service methods and techniques.
- 3.5.2. Take an active role in Officer development.
- 3.5.3. May serve as an instructor; particularly in the areas of Officer level training.

### **3.6. Planning**

- 3.6.1. Schedules and participates in Officer's meetings on a regular basis.
- 3.6.2. Provides recommendations for changes to operations and equipment as part of the District's short, medium, and long-range planning process.
- 3.6.3. Attends and reports on operational issues at Commissioner Meetings on a regular basis.

**3.7. Budget**

- 3.7.1. Prepares and manages budget projects as assigned.
- 3.7.2. Provides recommendations on budget areas when appropriate.
- 3.7.3. Shall attend and participate in budget planning workshops.

**3.8. Administration**

- 3.8.1. Use tact, courtesy, diplomacy, cooperation, and otherwise maintain decorum in dealing with individuals in own department, other departments, visitors, and the public.
- 3.8.2. Maintain discretion in handling matters of a proprietary, confidential, or personal nature.
- 3.8.3. Shall represent the District at meetings as assigned by the Chief.
- 3.8.4. Maintain necessary records and reports within assigned area of responsibility.
- 3.8.5. Perform other duties as assigned by the Chief or his designee.
- 3.8.6. Shall develop and maintain District Standard Operating Guidelines in the areas of safety and emergency operations.

**4. KNOWLEDGE, SKILLS AND ABILITIES**

- 4.1. Extensive knowledge and experience in the delivery of emergency fire, rescue, and medical services.
- 4.2. Working knowledge of the Incident Management System as it is utilized by the District.
- 4.3. Extensive knowledge and experience in personnel and administrative matters.
- 4.4. Working knowledge of the fire code and building inspection practices.
- 4.5. The ability to work in a collaborative, team-based organizational approach.
- 4.6. Working knowledge of District policies and procedures.

- 4.7. Ability to lead firefighters effectively, maintain discipline, accept lines of authority, and cooperate with other personnel.
- 4.8. Ability to write clear, concise, and accurate reports.
- 4.9. Ability to effectively organize and utilize work time to enhance productivity and effectiveness of self and crew.

## **5. WORKING CONDITIONS**

- 5.1. The majority of work is performed during weekday hours, but position will include evening and weekend activities on a regular basis and occasional emergency response from home.
- 5.2. Fire and emergency responses may require exposure to hazardous conditions such as intense heat, smoke, burning debris, and falling structures.
- 5.3. Must be able to carry out strenuous activity while wearing protective clothing. These might include crawling, climbing stairs, climbing ladders, repositioning charged hose lines, carrying heavy equipment, moving unconscious patients, and other activities consistent with current firefighting practices. Successful initial and annual completion of the District's Physical Capability Test is required.

## **6. SPECIFIC QUALIFICATIONS:**

- 6.1. Testing will utilize a competitive process that includes an assessment and a Chief's interview.
- 6.2. Required qualifications include:
  - 6.2.1. A Bachelor's degree from a regionally accredited college or university in a related field. An Associate degree will be the minimum educational requirement for internal candidates with the understanding that a bachelor's degree will be required over time (timeline will be specified in the addendum of their personal services agreement).
  - 6.2.2. Five years of supervisory experience with chief-level experience preferred.
  - 6.2.3. Experience with an agency of similar size and configuration.

6.3. Desired qualifications include:

- 6.3.1. Master's degree from a regionally accredited college or university.
  - 6.3.2. Chief Fire Officer Designation from the Center for Public Safety Excellence.
  - 6.3.3. Executive Fire Officer Designation from the National Fire Academy
- 6.4. Residence in the District is preferred.



## **Deputy Chief Supplemental Questionnaire**

Thank you for your interest in the Deputy Chief position with Duvall-King County Fire District 45. Your responses to the following questions will be used in concert with your application and resume to determine the eight candidates that will be invited to participate in the assessment center. Your answers should be typed, double-spaced, and presented in either 12-point Times New Roman or Arial. Your response to each question is limited to a word count of 250. This count does not include any supporting documents such as reports.

1. Describe your experience working with unions and include your greatest successes and challenges; cite specific examples.
2. Describe your background and experience in budget preparation and administration. Be specific about your duties and responsibilities in each area.
3. Describe your experience in implementing new programs (examples not cited in other questions) to support fire department services in the community. What is the current status of this program? What obstacles did you encounter while developing this program and how did you overcome them?
4. Describe the most challenging administrative task you have accomplished during the past three years where it was necessary for you to produce a full report describing alternatives and recommendations. If possible, to do so, please submit a copy of this report with this questionnaire.
5. How would you describe your leadership style and provide examples that supports your description?
6. Describe a difficult employee problem you have handled. Be specific (without identifying specific persons) about the problem, your involvement, and the outcome.
7. How would you describe your approach to decision making and provide an actual example of how you used this approach?
8. What experience and/or ideas do you have reconciling the increasing demand and scope of services against decreasing revenue?
9. What do you feel is your greatest individual accomplishment in the fire service?
10. What does your social media footprint contain?

**APPLICATION FOR EMPLOYMENT / AFFILIATION**

<b>Please return to:</b>  <b>Duval-King County Fire District 45</b> 15600 First Avenue NE PO Box 338 Duvall, WA 98019 Fax: 425-788-0199  Questions? Please call 425-788-1625		<b>Date Received</b>     <b>Official Use Only</b>
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KING COUNTY FIRE DISTRICT 45 IS AN EQUAL OPPORTUNITY EMPLOYER.  
QUALIFIED APPLICANTS RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR,  
NATIONAL ORIGIN, SEX, RELIGION, AGE, MARITAL STATUS, VETERAN STATUS, SEXUAL ORIENTATION, OR DISABILITY.

**PLEASE COMPLETE THIS APPLICATION BY HAND WITH BLACK OR BLUE INK.**

TODAY'S DATE: _____			
DATE AVAILABLE: _____			
LAST NAME	FIRST NAME	MI	OTHER NAME(S)
STREET ADDRESS _____		CITY/STATE/ZIP _____	
HOME TELEPHONE: _____		MESSAGE TELEPHONE: _____	
EMAIL ADDRESS: _____		CELL PHONE: _____	
VALID WA STATE DRIVER'S LICENSE? <input type="checkbox"/> Yes <input type="checkbox"/> No    If other State, which? _____			
SPECIAL ENDORSEMENTS/LICENSES: _____			
TRAFFIC VIOLATIONS: Have you ever been convicted, pleaded no contention or paid a fine for any traffic violations in the past five (5) years? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please explain: _____			
Use additional sheets if necessary			
CURRENT EMERGENCY MEDICAL TECHNICIAN? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, which State/County? _____			
VALID AMATEUR RADIO LICENSE? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, Call Sign: _____			
Applicants must be at least 18 years of age at time of application. Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you need any form of accommodation to participate in the application or testing process, please provide reasonable notice to Human Resources at (425)788-1625			

**TRAINING AND EDUCATION**

Circle highest grade completed in school:    9   10   11   12   GED    College:   1   2   3   4    Graduate School:   1   2   3   4				
Have you completed EMT training? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, when & where?				
SCHOOLS / OTHER TRAINING	Location	Subject/Major	Degree/Certificate	Date Completed

**Please attach copies of any training/certifications (including CPR/First Aid/ICS/NIMS/Fire Academy) you have achieved.**

*WORK HISTORY: PLEASE COMPLETE THIS SECTION. You may attach a resume, but sections must be complete for your application to be considered. Begin with your current or most recent employment, and include periods of self-employment and U.S. military service. Attach extra pages if necessary in order to list your work experience for the last 10 years.*

**EMPLOYER'S NAME**

**POSITION**

**CITY AND STATE**

**FROM (MO/YR):**

**TO (MO/YR):**

**HOURS WORKED PER WEEK**

**SUPERVISOR**

**SUPERVISOR'S PHONE NUMBER**

May we contact this supervisor for a reference?

☐

Yes

☐

No

Number of employees supervised by you:

**PRIMARY DUTIES:**

**REASON FOR LEAVING:**

**EMPLOYER'S NAME**

**POSITION**

**CITY AND STATE**

**FROM (MO/YR):**

**TO (MO/YR):**

**HOURS WORKED PER WEEK**

**SUPERVISOR**

**SUPERVISOR'S PHONE NUMBER**

May we contact this supervisor for a reference?

☐

Yes

☐

No

Number of employees supervised by you:

**PRIMARY DUTIES:**

**REASON FOR LEAVING:**

**EMPLOYER'S NAME**

**POSITION**

**CITY AND STATE**

**FROM (MO/YR):**

**TO (MO/YR):**

**HOURS WORKED PER WEEK**

**SUPERVISOR**

**SUPERVISOR'S PHONE NUMBER**

May we contact this supervisor for a reference?

☐

Yes

☐

No

Number of employees supervised by you:

**PRIMARY DUTIES:**

**REASON FOR LEAVING:**

**REFERENCES** (Please include two professional and two personal references.)

**NAME**

**RELATIONSHIP TO YOU**

**PHONE**

### AGREEMENT, CERTIFICATION, AND AUTHORIZATION

I hereby certify, under 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 understand that falsification of this application will be grounds for elimination from further consideration or, if employed, for dismissal at any time. \_\_\_\_\_ (Initial Here)

I authorize the District to solicit information regarding my character, general reputation, previous employment and similar background information, and to contact any and all references I have given on my application under the provisions found in RCW 4.24.730. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release the District from any liability for future references it may provide regarding my work history with the District. \_\_\_\_\_ (Initial Here)

In the event of employment, I will be required to abide by all King County Fire District 45 policies, rules & regulations. I understand that this application is not intended to be a contract for employment and that King County Fire District 45 reserves the right to make changes in conditions and benefits of employment. I further agree that if the District advances any paid leave before it has been accrued or advances any money during the course of my employment, or if I lose, damage, or fail to return any District property, the District is authorized to deduct from my wages sufficient funds to repay such advances or to replace its property. \_\_\_\_\_ (Initial Here)

I certify that I am not engaged in any outside activity or business that could be considered in conflict with the District's interest, nor will I become engaged in such activity or business if employed. \_\_\_\_\_ (Initial Here)

I understand that, if selected, I will be required to provide proof of my identity and my legal right to work in the United States prior to actual employment with King County Fire District 45. \_\_\_\_\_ (Initial Here)

I consent to drug testing as may be requested by King County Fire District 45 representatives. \_\_\_\_\_ (Initial Here)

\_\_\_\_\_  
SIGNATURE OF APPLICANT (REQUIRED)

\_\_\_\_\_  
DATE

January 2020



## **AUTHORIZATION TO RELEASE EMPLOYMENT AND EDUCATION RECORDS**

I, the undersigned applicant for employment with King County Fire District 45, authorize the District to solicit information regarding my previous employment, education, background information and to contact references I have provided on my application in consideration of the review of my employment application. I hereby release and authorize any current or former employer to release to King County Fire District 45 all records of my employment retained by my employers. I also hereby release and authorized any educational institution to release to King County Fire District 45 records pertaining to my enrollment.

I agree to waive any claim or cause of action relating to such release of employment and education records and promise to defend and hold harmless King County Fire District 45, its officers and employees from any claim or loss arising from such release.

It is my written intention that any copy of this authorization be as effective as the original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## BACKGROUND CHECK DISCLOSURE

Pursuant to the federal Fair Credit Reporting Act ("FCRA") and its applicable state counterparts, Duvall-King County Fire District 45 (the "Company") may obtain consumer reports or investigative consumer reports on you for employment purposes in connection with your employment, potential employment, contract for services, volunteer position or other employment-related purpose. The Company may procure consumer reports on you both in connection with your application, and, if applicable, at any time during the course of your employment, contract for services or volunteer position with the Company. Consumer reports are written, oral or other communications that bear on your creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living that are used (or expected to be used) as a factor in establishing eligibility for employment purposes. "Investigative consumer reports"\* are consumer reports (or portions of consumer reports) in which information is obtained through personal interviews with your neighbors, friends, associates or acquaintances, and are commonly obtained in connection with education or employment reference checks. \*In California, an "investigative consumer report" means any consumer report that is not a credit report.

Consumer reports may include items such as employment verifications, education verifications, credit history, driving records, criminal history, motor vehicle records, licensures, certifications, social security number verification, drug testing results or other information obtained through background check services. The information may be obtained from private and public record sources, including personal interviews with your neighbors, friends, associates or acquaintances.

You may find a "A Summary of Your Rights under the Fair Credit Reporting Act" at: <http://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf>

The name of the consumer reporting agency from whom the Company may procure consumer reports or investigative consumer reports is DataQuest, LLC ("DataQuest"), P.O. Box 1308, Snohomish, WA 98291, 1-888-443-0135. Please direct all inquiries to DataQuest.

You have the right to dispute incomplete or inaccurate information in your consumer report. You have the right, for a reasonable time after receipt of this notice, to make a written request to DataQuest for a complete and accurate disclosure of the nature and scope of the investigation requested by the Company, as well as to receive a written summary of your rights and remedies under the law.

You may find information about DataQuest's privacy practices, including whether your personal information will be sent to third parties outside the United States or its territories, as well as information concerning contact information for DataQuest's representatives who can assist you with additional information regarding DataQuest's privacy practices in the event of a compromise of your information, on DataQuest's website, [www.dataquestllc.com](http://www.dataquestllc.com).

Please sign below to acknowledge your receipt of this Background Check Disclosure.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



## **\*\*AUTHORIZATION FORM\*\***

P.O. Box 1308, Snohomish, WA 98291  
Phone: (888) 443-0135 // Fax: (888) 226-6952  
Web: [www.dataquestllc.com](http://www.dataquestllc.com)

Company: Duvall-King County Fire District 45

Applicant Name: _____			
_____ Last	_____ First	_____ Middle	
List additional AKA/Alias names used in the LAST 7 YEARS: _____			
Date of Birth*: _____ <small>(*Used for identification purposes only)</small>		Social Security #: _____	
Driver's License#: _____		State Issued: _____	Expires: _____
<b>*** Please list addresses used during the LAST 7 YEARS ***</b>			
Current Address: _____			
_____ (Complete Address Required)	_____ City	_____ State	_____ Zip Code
Previous Address: _____			
_____ Street Address	_____ City	_____ State	_____ Zip Code
Previous Address: _____			
_____ Street Address	_____ City	_____ State	_____ Zip Code
Previous Address: _____			
_____ Street Address	_____ City	_____ State	_____ Zip Code

By signing below, I acknowledge receipt of the Background Check Disclosure ("Disclosure") that accompanies this Background Check Authorization ("Authorization"). I authorize the company named above (the "Company") to obtain consumer reports and/or investigative consumer reports on me for employment purposes as set forth in the Disclosure. I also authorize DataQuest, LLC ("DataQuest") to procure all reports, records, verifications or other information necessary to complete the background check and to furnish the information to the Company. I certify that all information I supply on this Authorization and on any supplemental page(s) is true and correct. I understand that providing fraudulent or misleading information on this Authorization may be grounds for denial of employment, contract for services or volunteer position by the Company or for discharge by the Company. This Authorization shall be valid upon the Company's receipt of my signed Authorization, and, if applicable, at any time during the course of my employment, contract for services or volunteer position with the Company. I authorize the Company, if the Company places workers with other employers, to share any consumer reports or investigative consumer reports with any employer where the Company may attempt to place me to work. I agree that a facsimile or copy of this Authorization form, or electronic signature obtained specifically through DataQuest's authorized electronic signature program, shall be valid as an original.

I understand drug/substance abuse testing may be a requirement for the position for which I am applying or for my current position. If required by the Company, I hereby authorize any laboratory, health care clinic, hospital or qualified medical professional coordinated by DataQuest to conduct such testing and to release the results to DataQuest and/or the party with which DataQuest may contract to arrange for such testing. I also authorize DataQuest to provide those results to the Company. I understand that the results of my drug/substance abuse test may be provided to and reviewed by a medical review officer (MRO) before being released to DataQuest and the Company, and that the MRO may discuss the results of the test with me and ask about medical information specifically related to the test. I understand that when this review is complete, only the drug/substance test results will be provided by the MRO to DataQuest and the Company, and that no other medical information about me will be disclosed.

California Applicants or Employees Only: By signing below, I acknowledge receipt of "Notice to California Applicants." Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have the right to receive such a copy under California Law. ☐

New York Applicants or Employees Only: By signing below, I acknowledge receipt of a copy of Article 23-A of New York Correction Law. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting DataQuest directly at P.O. Box 1308, Snohomish, WA 98291, 1-888-443-0135.

Maine Applicants or Employees Only: You have the right to request and promptly receive a copy of any investigative consumer report obtained by the Company. If you wish to receive a copy of any such investigative consumer report, please contact DataQuest directly at P.O. Box 1308, Snohomish, WA 98291, 1-888-443-0135.

Minnesota and Oklahoma Applicants or Employees Only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. ☐

You may have additional rights under your applicable state law, and you may wish to contact your state or local consumer protection agency or a state attorney general (or the equivalent) to learn about those rights.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_