



# MANAGEMENT POLICY

**POLICY NUMBER:**  
101.05

**SUBJECT:**

Recruitment

**EFFECTIVE DATE:**  
4/27/2010

**REVISED DATE:**

I. Purpose

This policy defines the way the District manages employee recruitment.

II. Scope

The policy applies to all employees and applicants for employment with the Rio Verde Fire District.

III. Policy

A. Notice of vacancies

1. Public notice of position vacancies shall be accomplished by posting announcements of the vacancies within the District and advertisement by other means as directed by the Fire Chief or the Board of Directors.

B. Content of Announcements

1. The announcement of a vacancy shall contain the title, salary, responsibilities of the position, minimum qualifications for consideration, the time period during which the applications will be accepted, Equal Opportunity Employer status by the District, and any other pertinent information.

C. Applications

1. All applications for District employment shall be submitted on the forms designated by the Fire Chief. The applications shall be submitted during the time specified in the announcement. All applications and any accompanying documents become the property of the District and shall not be returned.

D. Disqualifications

1. Applicants for employment may be denied further examination processing for, but not limited to, any of the following reasons:

- a) Failure to meet the minimum qualifications specified in the announcement.
- b) Failure to complete an accurate application.
- c) Misstatement of any pertinent fact on the application.
- d) Previous dismissal from District employment for any cause.
- e) Lack of a satisfactory performance rating at the time of a previous resignation.
- f) Failure to submit to examination if requested.
- g) Lack of physical or mental ability with reasonable accommodation to perform the essential functions of the position.
- h) Failure to agree to pension and/or disability waiver for preexisting medical conditions.
- i) Fraud or deception in the application process.

j) Legal concerns obtained from a background investigation

E. Confidentiality

1. All applications are confidential and may be reviewed only by the applicant, an individual who has written notarized authorization from the applicant, District officials in the normal line of duty, or officials acting in response to court orders or subpoenas.