



7903 Allison Way Arvada CO 80005 303-424-3012 303-432-7995 fax

Thank you for inquiry regarding volunteer reserve membership in the Arvada Fire Protection District. This packet contains all the information and forms you must complete prior to evaluation of your Volunteer Reserve Firefighter application. The process involves the following steps:

1. Complete the Volunteer Reserve Application (legibly) and sign where indicated.
2. Read and sign the "Drivers License and Insurance Verification" form.
3. Read and complete the top box only of the "Permission for Release of Individual Records" form for your MVR. Police and driving records are checked to determine applicant eligibility. Our standards restrict us from accepting new members who have a poor driving record or a criminal record.
4. Obtain fingerprints from the Arvada Police Department. There is no cost to our applicants. You must have a photo ID with you. Walk-in hours at 8101 Ralston Road (City Hall Station) are Tuesday through Thursday from 8:00 a.m. to 4:30 p.m.
5. Submit your application packet, in person, to AFD headquarters at 7903 Allison Way between 8:00 a.m. and 5:00 p.m. along with copies of all pertinent certifications or diplomas. If any signatures, information or forms are missing, you will not be considered for the Academy until complete.
6. Following the closing date, applications are reviewed and motor vehicle record and criminal background checks are completed. Applicants are then required to complete a written exam and a fitness evaluation, followed by formal panel interview. Failure to successfully complete any of the above will disqualify applicants from further consideration.
7. At the interview, you will be asked to sign an agreement with the district for reimbursement of the cost of training and a physical exam should you not complete the Academy.
8. A full background check will be completed for successful interview applicants, who will then be required to complete a physical examination, including a drug screening and medical evaluation. This is a two-part process. You will receive a packet of information to be completed at your first appointment. The physical must be completed and results received in the District Office prior to orientation. Arvada Fire uses the NFPA 1582 physical fitness standard for the medical evaluation.
9. You will attend an orientation session prior to the first day of the Fire Academy where employment paperwork will be completed and expectations will be outlined by the Training Division.

Consistent Academy attendance is mandatory. Exceptions are made only at the instructor's discretion.

Primary communication through the evaluation process is by e-mail.

If you change your address, phone number or e-mail at any time during the application process, notify the District Office immediately. Failure to do so may result in disqualification.