



Now Accepting Applications for the following positions:

**Firefighter – Entry Level
Firefighter – Lateral**

Featuring a Competitive Salary and Excellent Benefits Package



Applications Due: May 31, 2022

Letter from the Chief

Dear Applicant,

On behalf of the North Mason Regional Fire Authority, I would like to thank you for considering applying for a Firefighter position with us. We are currently seeking applications to build an eligibility list for future entry level and lateral openings.

The Fire Authority values safety, its members and its community above anything else. As a smaller organization, we operate as a family, focused on professional excellence and compassion. We are fortunate to have the best professionals that our industry offers and are humbled by the pride and support the North Mason Community continually shows its emergency responders. The North Mason Community's trust and reliance on the Fire Authority when situations are at their worst will always push us to be at our absolute best.

We are looking for highly motivated individuals, prepared to carry out our mission to "Safeguard North Mason Communities" and protect the community that my family and I call home. We are excited to get to know you, both as a professional and as an individual, and for you to learn about us and the values that drive our organization.

Embarking on a career in the fire service is a decision that you will never regret. We are honored that you would consider the Authority as the place to exercise your talent and abilities.

Sincerely,



Beau Bakken, Fire Chief
North Mason Regional Fire Authority





Job Description

The North Mason Regional Fire Authority is currently seeking applications for **Entry Level and Lateral Firefighters**, to build an eligibility list for future openings. Firefighters are responsible for providing skilled emergency medical care and transport of victims of sudden illness and injury.

Firefighters are also responsible for performing tasks required to combat, extinguish and prevent fires, as well as protect life and property through rescue, public education and other emergency service activities. Additional duties include support services under the supervision of a shift Captain, including but not limited to training, maintaining equipment and quarters and other Authority related activities. Firefighters are critical in helping the Authority meet its mission to **Safeguard North Mason Communities.**

Important Dates

Opening Date: May 1, 2022

Closing Date: May 31, 2022

Written Test: June 21, 2022

Assessment

Center: To be determined

Chief's Interview: To be determined

Entry Level Requirements

- Hold a valid WA State driver's license at time of hire
- Meet Authority insurability requirements
- Meet minimal standards of physical fitness and endurance
- Pass medical, psychological and background examinations
- Ability to obtain IFSAC Firefighter 1 Certification within one (1) year of hire
- Ability to obtain WA State EMT Certification within one (1) year of hire

Additional Lateral Requirements

- Meet the minimum requirements of an Entry Level firefighter
- Certified as an IFSAC Firefighter 1 or equivalent
- WA State or National Registry certified Emergency Medical Technician (EMT)
- Served a minimum of one (1) year in the capacity of a full-time firefighter



**North Mason
Fire**
P.O. Box 277 - NE 460 Old Belfair Hwy - Belfair, WA 98528

Salary & Benefits

- Four-shift schedule (A, B, C, D); 12 Debit Days (47.6-hour workweek)
- 2022 Annual Salary (depending on qualifications): \$53,688 - \$82,596
- Education Salary Incentive: 3% for AA Degree; 5% for BA Degree
- 4% Longevity Pay increase upon completion of 5 years of service
- No Social Security participation
- Deferred Compensation Program with Authority Contribution up to 3.5%
- 76.6 hours paid annually in lieu of holidays
- Annual \$2,500 college educational tuition and book allowance
- 100% employer paid Medical, Dental and Vision for family and spouse
- \$2,500 to \$5,500 annual Health Retirement Account (HRA) contribution
- Medical Expense Reimbursement Plan (MERP) participation
- Authority-paid Life Insurance
- WA State LEOFF II Retirement Plan participation
- Annual vacation accrual
- 18 hours monthly sick accrual

To Apply:

Completion of an Authority Employment Application is required for all applicants. A resume will not be accepted in lieu of an application. The Authority plans to invite the first 250 applicants to take the Firefighter Aptitude and Character Test (FACT). For additional information regarding the testing process and to obtain a complete application packet, visit the Fire Authority's website at www.northmasonrfa.com.

Please submit your application with all required materials to application@northmasonrfa.com, in-person to NMRFA Headquarters Station 21 located at 490 NE Old Belfair Hwy, Belfair WA or by mail to the address below:

North Mason Regional Fire Authority
Attn: Executive Assistant Renee Wassenaar
PO Box 277
Belfair, WA 98528-0277

Completed application packets are due no later than 5:00 p.m. on Tuesday, May 31, 2022. Please contact Captain Ryan Cleveland at application@northmasonrfa.com with any questions regarding the application or testing process.



The North Mason Regional Fire Authority is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, disability status or any other basis prohibited by federal, state or local law.

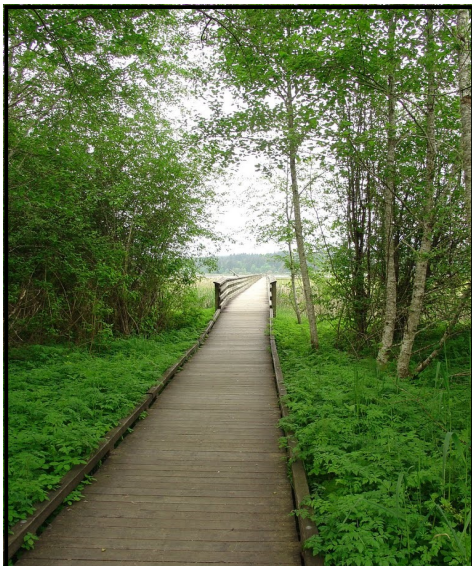
The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

About Us

The North Mason Regional Fire Authority serves Belfair and surrounding communities in North Mason County. The Authority covers 132 square miles and serves a population of 22,000 people. This population nearly doubles in the summertime recreation season.



The Authority utilizes four operating shifts, each on-duty for 24 hours per shift. Firefighters also work 12 debit days per year, resulting in a 47.6 hour workweek. The Authority employs four Captains, four Lieutenants and twelve firefighters. Additionally, eight of our line staff maintain Paramedic Certifications. Two fire stations within the Authority are staffed fulltime and a third is staffed during daytime hours. The Authority completed construction of a state-of-the art 19,000 square foot headquarters fire station in May 2022. The Authority also has several special operations divisions, including an all-terrain vehicle rescue, hazardous materials response and wildland fire programs, and responded to over 2,800 incidents in 2022.



North Mason County

North Mason County is a picturesque community that surrounds the south end of the Hood Canal. It serves as a delightful bedroom community for nearby Bremerton and Tacoma. Surrounded by breathtaking mountains, the area is heavily forested and dotted with numerous lakes, providing limitless outdoor recreational opportunities. North Mason has an award winning school district and library, and is home to the state's largest off-road vehicle park, located in the Tahuya State Forest. Several infrastructure projects currently underway within the Authority are driving an unprecedented level of community growth.



LATERAL HIRE MATRIX

Starting Level	FF/EMT	Starting Level	FF/Paramedic
65%		85%	
70%	Current career FF/EMT, with IFSAC I and 2 years' experience	90%	Current career FF/paramedic, with IFSAC I and 2 years' experience
80%	Current career FF/EMT, with IFSAC I and 3 years' experience	95%	Current career FF/paramedic, with IFSAC I and 3 years' experience
90%	Current career FF/EMT, with IFSAC I and 4 years' experience	110%	Current career FF/paramedic, with IFSAC I and 4 years' experience
100%	Current career FF/EMT, with IFSAC I and 5 years' experience		

A lateral hire may be required to attend a recruit academy outside of the Authority based on an evaluation of skills as outlined in the employee's Minimum Staffing Task Book. Lateral hires who are required to attend a recruit academy will move down one pay scale until successful completion of a recruit academy.

Job Description- Firefighter

CATEGORY: Personnel
NUMBER: Pers-35
EFFECTIVE: June 2011
REVISED: April 2022

PURPOSE

The purpose of this policy is to define the Authority's work expectation and description for the classification of Firefighter.

DEFINITION AND MAJOR FUNCTION:

The Firefighter classification performs technical duties in the areas of fire suppression, emergency medical care, emergency rescue, hazardous materials incidents, fire investigation, fire inspection, fire personnel training and public education. Firefighters are responsible for responding to emergency and non-emergency activities. Firefighters are expected to exercise a high degree of judgment and initiative while making critical fire and life safety related decisions under high pressure and/or adverse conditions. This classification reports to and receives guidance and mentoring from the first line supervisor for the shift.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. The employee occupying this position may be required to perform other reasonable duties and tasks as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties: The following duties are considered essential for this position:

- Respond to emergencies and calls for assistance.
- Participate in firefighting and/or rescue operations.
- Participate in salvage and overhaul operations.
- Respond to and take appropriate action at hazardous materials incidents.
- Assist in the rendering of medical care at an emergency incident.
- Participate in training and drills for Authority personnel in assigned duties, including firefighting, medical care, hazardous materials response, fire prevention and related subjects.
- Complete work assignments on assigned shift; ensure all decisions and actions are consistent with Authority policies, procedures and emerging priorities.
- Complete duties related to program management, to ensure project and program deadlines and milestones are met.
- Perform scheduled inspection of facilities, equipment and apparatus to ensure operational readiness.
- Participate in the inspection of buildings, residences and installations for fire hazards and fire safety systems as required by State laws and County ordinances and for pre-fire planning purposes.

- Perform basic fire investigation functions and submit timely and accurate reports as assigned.
- Conduct station tours, participate in demonstrations of equipment and techniques and make educational presentations to members of the public.
- Participate in community-sponsored events.
- Clean and maintain facilities, grounds, quarters, equipment and apparatus at Authority fire stations.
- Ensure appropriate written and oral communication takes place, to transfer information and current priorities from one shift and/or crew to another.
- Assist in developing recommendations and implementing new programs, policies and procedures that are focused on quality and productivity improvements.
- Attend technical skills training and continuing education courses as needed, to maintain technical and leadership skills and certifications. Demonstrate the ability to read, write and comprehend these and other related materials.
- Complete incident reports accurately and completely.
- Prepare reports related to assigned activities; maintain maps and records.

Additional Duties: In addition to the duties listed in the Essential Duties section, the employee may perform the following duties. An employee may not be assigned all duties listed below, nor do the examples cover all duties which may be assigned.

- Perform a wide variety of general staff work as assigned.
- Obtain and otherwise preserve evidence at an emergency scene.
- Participate in Authority meetings as assigned.
- Observe and report violations of laws and ordinances.
- Attend crew/shift safety meetings as necessary.
- Ensure compliance with Authority standards concerning uniforms, emergency gear, tools and equipment, grooming and other related items.
- Practice appropriate and professional communication with external and internal stakeholders.
- Receive and process reports from the public.
- Perform related duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty thoroughly and acceptably. Reasonable accommodations may be made to enable individuals with limited disabilities; however, accommodations may not be available for the essential functions listed above, due to bona fide occupational requirements. Individuals must satisfactorily complete a criminal history background check. The requirements listed in this job description are representative of the knowledge, skills and/or abilities required. The employee will strive at all times to excel in the following competencies necessary to accomplish the core and division duties listed:

Experience: For entry level, no prior fire or emergency medical service experience is required, however prior volunteer fire training and experience is preferred.

Education: A High School Diploma or General Equivalency Degree (GED). Major course work in fire science, fire administration, public or business administration or related field is preferred.

License or Certifications: This position requires the use of a personal or department vehicle while conducting department business. The individual must be physically capable of operating motor vehicles safely and must possess and maintain a valid Washington State driver's license, department approved EVAP training and a driving record free of significant moving violations. Must be insurable under the Authority's existing vehicle and umbrella liability insurance carrier and Washington State law. The Fire Chief may waive this requirement under exigent circumstances.

This position requires possession of a current Washington State EMT-B Certification.

SELECTION GUIDELINES: Formal application; written examination; physical ability test; assessment center; background verification and check; medical examination; final selection interviews.

KNOWLEDGE, SKILLS AND ABILITIES: While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitude to perform each duty proficiently.

Knowledge. Must be proficient in:

- Policies, rules and regulations of the Authority, as well as a working knowledge of the applicable national, state and local laws, ordinances and codes affecting the fire service.
- Principles, practices, methods and techniques of modern firefighting and protection of lives and property.
- Principles, practices, methods and techniques of emergency medical care and cardio-pulmonary resuscitation.
- Principles, practices and functions of the National Incident Management System (NIMS) or other current Incident Management System.
- Local geography, including the location of water mains and hydrants and the major fire hazards of all service areas.
- Firefighting equipment and apparatus functions, minor repair techniques, inspection and the reporting of deficiencies.
- Mechanical, chemical and related characteristics of a variety of flammable and explosive materials and objects.
- Fire prevention principles, practices and procedures.
- Fire investigation principles, practices and procedures.
- Basic principles and practices of organization, administration, training and project management.
- Basic financial management and budgeting concepts and practices necessary to effectively manage assigned resources with appropriate supervision.
- Working knowledge and proficiency in the operation of compute equipment and software programs used by the Authority.

Skills and Abilities. Must demonstrate the following skills and abilities:

- Effectively utilize equipment and apparatus in emergency situations and during routine or daily work assignments.

- Operate apparatus and equipment used in modern emergency response activities.
- Communicate clearly, concisely and professionally both orally and in writing, with individuals and in group settings.
- Establish and maintain cooperative and effective working relationships with assigned personnel and other department employees under both regular business and adverse/emergency conditions.
- Effectively resolve work-related problems and conduct preliminary fact-finding inspections and investigations, including gathering and preserving evidence.
- Project a personal commitment to the mission and vision of the Authority; model leadership skills and behaviors consistent with leadership development training and the guiding principles of the Authority.
- Comprehend and make inferences from written material; understand and apply Authority policies and procedures; read and interpret maps; prepare and maintain accurate reports and records.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS: The physical requirements and working conditions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbents in this classification generally work 24-hour shift assignments, including weekends and holidays, and may be required to work overtime with little or no notice. Incumbents may be assigned to work alternative shifts in accordance with the provisions of the collective bargaining agreement. Due to the varied and unpredictable nature of the work, incumbents may also be required to work under the following conditions:

- While on shift, incumbents are subject to unpredictable interruptions of sleep periods during which they must function effectively, including directing the work of others in emergency situations and functioning within the Incident Management System.
- Physical strength and ability to perform intermittently very heavy labor for extended periods of time under extremely dangerous and uncomfortable conditions, often while wearing bulky protective gear such as self-contained breathing apparatus.
 - Very heavy labor is defined as, for example, exerting force sufficient to lift and carry an adult victim, or as necessary to lift whatever weight is required to handle the emergency or rescue, either individually or as part of a team.
 - Often the lifting must be done in spaces where use of correct lifting techniques is not possible.
- Incumbents are exposed to a variety of weather conditions and are required to tolerate very hot and very cold temperatures.
- When responding to emergencies, incumbents also are exposed to other elements, including smoke, heat, flames, hazardous chemicals and blood and other bodily fluids.
- In these situations, they must be able to observe or monitor people or objects to ensure compliance with safety standards; stand, sit or walk for extended periods of time; unable to rest at-will; use explosive strength, as in sprinting or jumping; walk over rough, uneven or rocky surfaces; use arms above shoulder level; bend or stoop repeatedly or continually over time; use common hand tools, such as hammers, saws and screwdrivers.
- Specific hearing abilities required by this job include the ability to hear and understand radio

transmissions in an environment containing large amounts of background noise, in a moving vehicle and in a typical office setting. Incumbents are also required to have the ability to hear a variety of warning devices and alarms, gas leaks and/or calls for help.

- Some rescue duties require the operation of mechanical rescue equipment and the monitoring of proper safety techniques in the use of such equipment. The tools used by the incumbent require precise arm-hand positioning and movements, such as when operating a chain saw or using emergency medical rescue equipment. The operation of equipment often requires the coordinated movement of more than one limb simultaneously.
- Emergency situations may require incumbents to work in small, cramped crawl spaces, areas where vision is limited and/or at heights, including on roof tops and/or ladders.
- The incumbent must have vision necessary to perform the essential job functions. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- In daily activities at a shift or station assignment, incumbents operate office equipment requiring repetitive arm/hand movements, as when they enter data into a terminal, personal computer or keyboard device.
- To keep abreast of developments in their field, incumbents must be able to learn in a classroom setting and through observation and oral instruction in an on-the-job training setting.
- Participating in training and operations activities involves observing and monitoring people, data and objects to ensure compliance with safety standards and Authority policies and procedures.
- Climbing and working off ladders greater than 10 feet above the ground to observe roof conditions/operations.
- During fire suppression or contaminated air emergencies, must wear and use a self-contained breathing apparatus.
- Operate radios, warning light and siren control heads making fine, highly controlled muscular movements to adjust the position of a control mechanism.
- Conduct routine maintenance on equipment, apparatus and facilities using a variety of hand and power tools.
- Prepare written materials such as various documentation, reports, evaluations, shift schedules, rosters and e-mail using proper punctuation, spelling and grammar by entering data into a keyboard device requiring repetitive arm/hand movement.
- Communicate with the public and staff face-to-face, using a radio or telephone and electronic messaging.
- Provide training to staff and the public in a classroom setting.
- Operate emergency vehicles in adverse conditions in a controlled and safe manner while obeying State laws and Authority policies.
- Attend professional training classes and team building sessions learning through oral and structured lecture instruction.

The examples of duties and working conditions are intended only as illustrations of the various types of work performed. The omission of specific statements of duties and/or working conditions does not exclude them from the position if the work is similar, related or a logical assignment to the position.



North Mason
Fire

P.O. Box 277 - NE 460 Old Belfair Hwy - Belfair, WA 98528

Dear Applicant,

Thank you for your interest in employment with North Mason Regional Fire Authority. The Authority is currently seeking applications to build an eligibility list for future openings. The following items must be included in your application packet:

- North Mason Regional Fire Authority Employment Application
- Abstract of Driving Record Release of Interest
- Copy of your valid driver's license
- Cover letter and resume

Completed application packets are due no later than 5:00 p.m. on Tuesday, May 31, 2022. Please contact Captain Ryan Cleveland at application@northmasonrfa.com with any questions regarding the application and testing process.

TESTING INFORMATION: The Authority plans to invite the first 250 applicants to take the Firefighter Aptitude and Character Test (FACT). The written test will take place on Tuesday, June 21, 2022, at 9:00 a.m. at the Fire Authority's headquarters fire station located at 490 NE Old Belfair Hwy, Belfair, WA 98528.

The ***Firefighter Aptitude and Character Test (FACT) Candidate Orientation Guide*** is a helpful tool to prepare for the exam and can be downloaded as a PDF file. To order the practice ***FACT Candidate Orientation Guide***, click on the link below:

<https://www.fpsi.com/product/fact-orientation-guide/>

Payment for the guide may be submitted through PayPal via an account or credit/debit card. Once payment is submitted, PayPal will automatically redirect you to the FPSI website, where access to the download link will be located on the Order Details-Checkout Status page. Applicants must pay close attention to all instructions on the FPSI and PayPal websites in order to access the instant download successfully.



North Mason Regional Fire Authority

P.O. Box 277 / 490 NE Old Belfair Hwy Belfair, WA 98528
360-275-6711 phone / 360-275-6224 fax

Applicants may be contacted for interviews and assessments following the review of a completed application. If you are selected for the assessment process and need special accommodations due to impairment or disability, or have any questions regarding the application process, please contact Captain Ryan Cleveland by email at application@northmasonrfa.com.

Employment Application

Select the job position that you are applying for:

Full Name: _____ Date of Birth: _____
Last First M.I.

Residence Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code How long at this address?*

Mailing address: _____
Street Address

_____ *City State ZIP Code*

Telephone: _____ Cell Phone: _____ Email: _____

Date Available: _____

Do you have, or can you obtain a Washington state driver's license? YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

EDUCATION

High School: _____ Highest grade level achieved?: _____

YES NO

From: _____ To: _____ Did you graduate? _____ Diploma: _____

College: _____ Course of Study: _____

YES NO

From: _____ To: _____ Did you graduate? _____ Degree: _____

Other: _____ Course of Study: _____

YES NO

From: _____ To: _____ Did you graduate? _____ Degree: _____

List below valid licenses or certificates of professional or vocational competence relevant to the employment position for which you are applying.

License/Certificate : License/Certificate Number: Expiration Date:

1) _____

2) _____

3) _____

4) _____

REFERENCES

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

PREVIOUS EMPLOYMENT

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____

Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____

Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Additional, relevant employment may be attached.

MILITARY SERVICE

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, please explain: _____

How did you hear about this Employment opportunity? (Please provide specific name of media whenever possible.)

Word of Mouth: _____
Advertisement in: _____
Website: _____
Other: _____

NOTICES

The North Mason Regional Fire Authority (NMRFA) is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. NMRFA will reasonably accommodate candidates with disabilities as required by law.

NMRFA is a smoke and drug free work place. You will be required to complete a drug test prior to employment.

CANDIDATE AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

I certify that I am not engaged in any outside activity or business that could be considered a conflict of interest with the NMRFA or those of its clients, nor will I become engaged in such activity or business if hired.

I, the undersigned applicant for employment with the NMRFA, in consideration of the review of my employment application, do authorize the NMRFA 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. 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 furnishing such information. If employed, I release the NMRFA from any liability for future references it may provide regarding my employment with the NMRFA. Pursuant to RCW 43.43.834, background checks are available to the applicant upon request. It is my intention that any copy of this authorization be as effective as the original.

Applicant - Please Print Name

Applicant's Signature

Date

DRIVING RECORD

Name: _____
Please Print Last First MI

Driver license number (s) _____
License Number State

List all notices of infractions or traffic citations (other than parking tickets), which you have received in the past 5 years.

<u>State</u>	<u>Month/Year</u>	<u>Type of Infraction</u>

Infractions or citations will not necessarily remove you from consideration. The NMRFA will however, consider your driving record when making employment decisions.

Signed: _____ Date: _____

DISCLAIMER & SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I understand that any misstatement, failure to answer fully or omission of fact in this application may result in my not being considered in the selection process or may result in my dismissal of employment. I have read the job descriptions and I can perform the essential functions of the job for which I am applying, with or without reasonable accommodation. I understand that acceptance of an offer of employment does not create a contractual obligation upon the NMRFA to continue to retain me in the future. For determination of my potential employment eligibility, I hereby authorize release of educational, police, criminal and employment information pertinent to the position for which I am applying. I further authorize the NMRFA to rely upon and use, as it sees fit, any of the information received.

Signature: _____ Date: _____

Completed Applications can be sent via email, fax, mail or hand delivered to Executive Assistant Renee Wassenaar

490 NE Old Belfair Hwy
PO Box 277
Belfair, WA 98528

Fax: 360-275-6224

Email: application@northmasonrfa.com

Office hours: Monday through Friday 8:00 a.m. - 4:00 p.m.

Abstract of Driving Record Release of Interest

Employer, prospective employer, or volunteer organization name: North Mason Regional Fire Authority

Agent business name if acting on behalf of the company for employment purposes: _____

This is an authorization of:

1. Employee – for release of my driving record for employment purposes, at my employer’s discretion for the full term of my employment; or
2. Prospective employee – for release of my driving record for employment purposes, not to exceed 30 days from date signed; or
3. Volunteer – for release of my driving record for a position applied for that requires me driving at the direction of the volunteer organization.

I, _____, am an employee, prospective employee, or volunteer of
Your name
 the company named above and I request a copy of my official driving record in the state of Washington to my employer, prospective employer, volunteer organization, or their agent.

No employer, prospective employer, or their agent may use information contained in a driving record related to the sealed juvenile record of an employee or prospective employee for any purpose unless required by federal law. The employee or prospective employee must furnish a copy of the court order sealing the juvenile record to the employer, prospective employer, or their agent.

Employee/Prospective employee/Volunteer full name (<i>First, Middle, Last</i>)	Date of birth (mm/dd/yyyy)	WA driver license number
Employee/Prospective employee/Volunteer signature X	Date signed	

The company listed below agrees to, and shall indemnify and hold harmless the state of Washington, Department of Licensing (DOL), the DOL Director, and all DOL employees from any and all suits at law or equity, and from any and all claims, demands or loss of any nature, including but not limited to all costs and attorney’s fees, arising from any incorrect or improper disclosure of individual names or addresses under this “Release of Interest;” any defects in any of Company’s procedures followed or omitted or arising from the failure of Company or its officers, employees, customers, contractors or agents to fulfill any of its obligations under this contract; or arising in any manner from any negligent act or omission by the company or its officers, employees, customers, contractors, or agents.

I hereby certify:

1. The company named below is an employer, prospective employer, or volunteer organization of the above-named individual.
2. The information contained in the abstracts of driver records obtained from DOL shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130. No information contained therein will be divulged, sold, assigned, or otherwise transferred to any third person or party. The abstracts of driver records shall be used exclusively for:

I affirm that I am a representative authorized to bind the company named below.

Company name	Authorized representative name	Title
Address		

 Date and place (city or county) signed

X
 Authorized representative signature

NOTE: The employer or prospective employer must maintain this record for a period of not less than two (2) years from the date of the request. Failure to obtain all signatures or misuse of records obtained from the State of Washington may result in prosecution under RCW 46.52.130.

NMRF-A USE ONLY