

# Crabtree Consulting Services, LLC

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## Application Instructions – Please Read Carefully

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To apply for the Fire Chief position at the Scotts Valley Fire Protection District:

1. Prepare and submit an application package consisting of:
  - a. Letter of introduction / interest
  - b. Application Form (available for download at <http://www.crabtreeconsulting.net>)
  - c. Current resume or Curriculum Vitae
2. You do not need to submit proof of certification or course completions, etc., although you may be required to provide proof of your qualifications if selected for the position.
3. The application package will only be accepted by US Mail or a delivery services such as UPS, FedEx, or OnTrac. Application packages WILL NOT BE ACCEPTED BY EMAIL.
4. The application package must be delivered before 5 PM, Friday, June 2, 2107, to:  
Scotts Valley FPD Chief Recruitment  
C/O Crabtree Consulting Services, LLC  
9245 Laguna Springs Drive, Suite 200  
Elk Grove, CA 95758-7991

The selection process will commence with a Rate & Review of your application package. This is the first step in the selection process; it is critical that your application package, at a minimum, include information that will permit review of your qualifications as they relate to the Minimum and Desirable Qualifications from the Job Description (which can be downloaded from <http://www.crabtreeconsulting.net>) as well as any other qualities you possess that qualify you for this position. You do not need to send certificates, but you do need to articulate clearly, in your submitted application package, the certificates, training, and other qualifications you possess that make you more qualified than other applicants.

The successful candidate will be subjected to a background check, pre-employment drug screen, physical examination, employment verification, and reference checking.

If you have any questions about the application or selection process contact Larry Crabtree, Senior Consultant, at [Larry@crabtreeconsulting.net](mailto:Larry@crabtreeconsulting.net) or by telephone at (916) 271-1991.