

VOLUNTEER PROCEDURES		911.00.0
VOLUNTEER APPLICATION PROCESS	Page 1 of 2	04/16/04

PURPOSE:

To provide a uniform guideline for application and entry of all newly selected Volunteer firefighters.

MINIMUM QUALIFICATIONS:

1. Must be 18 years of age or older.
2. Have a High School diploma or G.E.D.
3. Possess a valid Florida Driver's license with good driving record.
4. Complete a physical as outlined in the Departments Physical Policy.
5. Complete the next Firefighter 1 class.
6. Live in Clay County

APPLICATION:

1. Volunteer firefighter applications will be accepted all year round. All completed applications shall be forwarded to the Volunteer Chief's office for processing. The applicant will be interviewed by the Volunteer Officer in the station where he/she will be assigned, or by an appointed Volunteer Officer. The applicant will also be interviewed by the Captain of the career stations if they are to be assigned there.
2. All information requested on the official application must be completed. Resumes and other unsolicited materials may be attached but will not be considered in lieu of information requested on the application.
3. Completed applications received by the Volunteer Chief's office will have their Driver's License/criminal background checked and reviewed by the Volunteer Chief and/or recruitment committee member.
4. Approved applicants will be scheduled for an interview. The interview panel will include but is not limited to the Volunteer Chief (or his designee), a Volunteer Officer and one person appointed by the Volunteer Chief. Interviews will be conducted quarterly or sooner if required.
5. All applications shall include a copy of the applicant's Florida drivers license and high school diploma/GED or higher education attached to be considered. If the

applicant is a firefighter 1 or greater, an EMT or paramedic they shall furnish copies of certificates of same with application.

6. Applicants from one of the other standalone volunteer departments must make application and provide proof of training like any other applicant, plus they must have a letter from the Chief of the department that they are leaving stating that they are in good standing and that they have returned all items belonging to the department that they are leaving ie: bunker gear, pagers etc.

Submitted: Richard Darby, Volunteer Chief	Approved: Francis J. Ennist, Fire Chief
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