

## **SNYDER VOLUNTEER FIRE DEPARTMENT APPLICATION PROCESS**

Thank you for your interest in serving as a volunteer firefighter for the Snyder Volunteer Fire Department, under the oversight of the City of Snyder Municipal Fire Department.

This application process is really not as complicated as it sounds, and we don't want anyone discouraged from participating because of the steps necessary to becoming a firefighter. It is imperative that we have people of integrity in the position of firefighter, and over the course of numerous years, this process has evolved. It is basically painless, only takes a couple of weeks, and we value your interest and desire to take on the role as a volunteer public servant.

A summary of requirements for new personnel is attached to this document. If you have not already done so, I encourage you to read the participation requirements and training requirements posted on the City of Snyder website, under the "Volunteer Fire Department" tab, under the main menu "Fire & Rescue". The main site is <http://ci.snyder.tx.us> There are also other items of information in that section of the website that will answer some questions.

If you feel for any reason that you can't meet the requirements of the department as a firefighter, we also have a Fire Department Auxiliary, whereby you can help with various phases of Fire Department activities, but are not in a firefighter capacity.

Please contact us with any questions or concerns you may have.

Sincerely,

Perry Westmoreland, Chief 325-573-6215

Under the rules of the VFD, as outlined in the department's Constitution and By-Laws, the following requirements must be met before an applicant can be considered for membership.

1. The applicant must be 18 years of age.
2. The applicant must have a High School Diploma or GED.
3. The applicant must willing to submit to a criminal background check pursuant to Texas Code 411.1235
4. The applicant must live in the immediate area of Snyder in Scurry County.
5. The applicant must have a current Texas Drivers License, and own a vehicle.
6. The applicant must (under Texas Law) properly insure his/her vehicle, and agrees to provide proof of insurance at the time of application, and at any time during membership when requested to do so by the Chief.
7. The applicant may be asked to obtain a Doctor's Physical if there is any indication to suggest health or physical condition(s) might limit fire fighting activities, and agrees to submit to any physical evaluations deemed necessary by the VFD at any time.
8. The applicant must attend two scheduled events (drills and/or meetings) of the department before being voted on for a trainee position.

9. The applicant must successfully complete an interview with the Credentials Committee, which can be scheduled on the date of the 2<sup>nd</sup> visit. The applicant must meet with this committee and have the application approved prior to the meeting at which a vote is requested. Under the Constitution and By-Laws of the department, the Credentials Committee may reject any application they deem appropriate, and are not required to make justification to the department.
10. Upon successful completion of the above process(es), the applicant may be brought before the department for a secret ballot vote for probationary membership as a trainee. This process can occur at the 2<sup>nd</sup> meeting as outlined in #8 above, if all the necessary components of the application process are completed.

The Snyder VFD Constitution and By-Laws only allow for 10 probationary positions on the department. Should the department have 10 rookies (which is extremely rare) applicants will be voted upon on the order in which their applications were received, when an opening exists. Applications can be turned in following the 1<sup>st</sup> visit, or anytime thereafter.

As long as an opening exists, upon successful completion of the above items, and upon affirmative approval of the majority of the current membership, an applicant can be approved for a probationary membership as a trainee. During the trainee phase of probation, new personnel will complete an orientation process, after which they will be promoted to probationary membership. The firefighter will be allowed to fight fire under direct supervision when fire conditions prove safe to do so as a probationary firefighter.

The probationary firefighter will have ONE year from the date of membership approval to complete the training requirements for INTRODUCTORY certification, and federally mandated Incident Management training. All training will be made available through the department, but can be obtained elsewhere if the firefighter has other sources. The department may pay for tuition to the regional introductory rookie academy, and routinely pays for any regional school and the Texas A & M annual school. Others are considered on a case by case basis.

The applicant will be eligible for permanent membership upon the completion of introductory certification training requirements and a 6 month rookie probationary period. Unsuccessful completion of the training requirements will cause the probationary status to lapse, and under the guidelines of membership participation as outlined in the Constitution and ByLaws, the individual will lose membership on the department. The applicant can re-apply after a 6 month period as long as the rookie roster has not reached the maximum allowed under the rules.

Participation requirements include a minimum attendance at paged fire calls of 25%, and 50% attendance of all scheduled drills. Drills are conducted on the 2nd and 4th Monday of each month, except November when it conflicts with Thanksgiving, and December, when we meet on the 2nd and 3rd Mondays. Non compliance of participation requirements constitutes automatic termination. An internet link to all *Rules and Regulations* as well as the *Constitution and By-Laws* will be made available upon acceptance to probationary status.

***Direct questions to Chief Westmoreland, or the Volunteer President, or any Captain.***

# Snyder Volunteer Fire Department

**I have read and understand the application process as outlined above.**

- I have signed and attached a consent to a standard criminal background check**
- I have attached a copy of my current vehicle insurance**
- I have attached a copy of medical physical results (if requested to do so)**
- I have attached a copy of High School Diploma or GED (if requested to do so)**

\_\_\_\_\_ **Signature of Applicant**

\_\_\_\_\_ **Printed Name**

\_\_\_\_\_ **Date**

**Date Received by Department \_\_\_\_\_ by \_\_\_\_\_**

# Membership Application

All applicants are considered for admission without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap, or any other legally protected status.

**(Please Print)**

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## PERSONAL INFORMATION

Date of Application: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Number) (Street) (City) (State)

Phone: \_\_\_\_\_ Cell \_\_\_\_\_

Have you ever filed an application with us before? Yes No When? \_\_\_\_\_

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## EXPERIENCE

Have you ever been a firefighter before? Yes No If yes, how many years? \_\_\_\_\_

If yes, what was your last position held? \_\_\_\_\_ Years? \_\_\_\_\_

Name of Department \_\_\_\_\_

Address: \_\_\_\_\_  
(Number) (Street) (City) (State)

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## EMPLOYMENT

Are you employed now? Yes No Where? \_\_\_\_\_

May we contact your employer? Yes No Phone: \_\_\_\_\_

Name of person to contact: \_\_\_\_\_

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## CHARACTER REFERENCES

| Name     | City  | Phone | Occupation |
|----------|-------|-------|------------|
| 1. _____ | _____ | _____ | _____      |
| 2. _____ | _____ | _____ | _____      |
| 3. _____ | _____ | _____ | _____      |

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**EDUCATION**

1. High School \_\_\_\_\_

2. College or University \_\_\_\_\_

3. Special Skills or Training \_\_\_\_\_

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**CERTIFICATIONS**

Are you Texas Certified for any of the following?

|                  |           |                  |               |       |      |
|------------------|-----------|------------------|---------------|-------|------|
| ECA              | EMT-BASIC | EMT-INTERMEDIATE | EMT-PARAMEDIC |       |      |
| Vol. Firefighter | INTRO     | BASIC            | INTER         | ADVAN | MAST |
| Paid Firefighter | BASIC     | ADVANCED         | INVESTIGATOR  |       |      |

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**CRIMINAL HISTORY**

Please list all traffic violations and dates for which you were convicted or plead no contest in the last five (5) years:

| Offense  | Date  | City or County |
|----------|-------|----------------|
| 1. _____ | _____ | _____          |
| 2. _____ | _____ | _____          |
| 3. _____ | _____ | _____          |
| 4. _____ | _____ | _____          |
| 5. _____ | _____ | _____          |

Texas Driver License Number: \_\_\_\_\_ Class: \_\_\_\_\_

Do you have 24-hour access to a vehicle to use to respond to fires? Yes No

Year, Make and Model of vehicle you drive: \_\_\_\_\_

Will you agree to maintain current liability insurance for your vehicle? Yes No

Have you been convicted of a felony within the last seven (7) years? Yes No

If yes, please explain: \_\_\_\_\_

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**ATTENDANCE**

Can you make 50% of all drills? Yes No

Are you willing to make-up drills and/or training that is missed? Yes No

Can you make 25% of all fires? Yes No

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**DUTIES**

During the course of a call, firefighters are asked to do various duties such as: climb ladders, carry ladders, carry other items weighing as much as fifty (50) pounds, and crawl into confined spaces. Is there any reason you could not accomplish these tasks?

Yes                      No                      If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**OTHER**

Please describe, in your own words, why you wish to become a member of the Snyder Volunteer Fire Department, Inc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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***I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for membership as may be necessary in arriving at a membership decision. I understand that knowingly providing any false information in this application is sufficient reason for rejection of my application or immediate dismissal from the Snyder Volunteer Fire Department, Inc.***

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

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**CREDENTIAL COMMITTEE USE ONLY**

(Vote Count)

Recommended 1 2 3    Not Recommended 1 2 3    Unsure 1 2 3

# Snyder Volunteer Fire Department

## **\*\*INFORMATION RELEASE AND DISCLOSURE\*\*** **TO BE COMPLETED BY ALL PERSONNEL**

As part of the Snyder Volunteer Fire Department application process, we may obtain consumer reports which include, but are not limited to, contacting all listed prior employers to verify your employment history, obtaining credit information reports, criminal history reports and driving history reports. Before we can seek such reports, we must have your written permission to obtain this information.

*Under the provisions of the Fair Credit Reporting Act (FCRA), 15 U.S.C. § 1681 et seq., the Americans with Disabilities Act and all applicable federal, state, and local laws, I hereby authorize and permit the Snyder Volunteer Fire Department to obtain a consumer report and/or an investigative consumer report which may include the following: my employment records, driving history records, criminal history, credit history, civil record, workers' compensation (post-offer only), drug testing, verification of my academic and/or professional credentials, and information and/or copies of documents from any military service records. I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information. I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.*

*I understand and acknowledge that under provision of the FCRA, I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification. I understand a copy of this report may be obtained from Publicdata.com.*

*I hereby authorize the Snyder Volunteer Fire Department to obtain and prepare a consumer report as set forth above, as part of its investigation of my membership application on behalf of the department. I agree that a copy of this authorization has the same effect as an original. This authorization shall remain in effect over the course of my membership and reports may be ordered periodically during the course of my membership. By completing the information below and signing, I hereby authorize the Snyder Volunteer Fire Department to obtain such consumer reports as listed above upon application and periodically during my membership. This authorization shall remain in effect over the course of my membership.*

## **\*\*ACKNOWLEDGMENT AND PERSONAL INFORMATION\*\***

\_\_\_\_\_  
FULL NAME (Please Print Clearly)

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
DRIVER LICENSE #

\_\_\_\_\_  
STATE

\_\_\_\_\_  
DL CLASS

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE