



JIM NED VOLUNTEER FIRE DEPARTMENT  
738 Buffalo Gap Rd  
Tuscola, TX 79562

Dear Interested Applicant:

Thank you for your interest in volunteering with Jim Ned Volunteer Fire Department.

Attached are the following documents:

- Volunteer Member Application (please choose Fire/EMS, EMS only, or Support)
- An outline from our SOG 10 – Recruitment that gives you an idea of training commitment time frames for new Fire applicants.
- Appendix A of our SOG 10 – Recruitment that outlines disqualifying driving offenses and criminal convictions.
- An Applicant Release of Information that authorizes JNVFD to obtain, review and verify information necessary to evaluate your application.

To submit an application, the following should be included:

- Completed and signed application
- Signed Applicant Release of Information
- Copy of Type 2A Certified 3 Year driving record abstract obtained from [order.dpsrecords.com](http://order.dpsrecords.com). This is required of all applicants.
- A resume' (not required but desired)
- Copies of certifications, licenses or other skills/experience you would like us to consider.

Place all above documents in a Manila Envelope and seal. Give envelope to a member of JNVFD who will place in HR/Treasurer mailbox.

You will be contacted for an interview with our Recruitment Committee as soon as possible. If you have any questions, please contact Karen Johnson, HR/Admin at 253-307-0428. Thank you.



### Volunteer Member Application

## JIM NED VOLUNTEER FIRE DEPARTMENT

☐ Fire/EMS ☐ EMS (only) ☐ Support (only)

### Personal Information

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number (last 4 digits): XXX-XX-\_\_\_\_

Driver's License Number & State: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address if different:

Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ cell (\_\_\_\_) \_\_\_\_-\_\_\_\_ home

Email: \_\_\_\_\_

### Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

### Employment Information

Current Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Employer Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Fire/EMS Experience (if any)

Have you ever been a member of another Fire or EMS agency? ☐ Yes ☐ No

If yes, list: \_\_\_\_\_. Did you leave in good standing? ☐

Yes ☐ No

### Training or certifications (check all that apply):

☐ Firefighter I/II

☐ CPR, First Aid, AED

☐ EMR

☐ EMT-Paramedic

☐ EMT-Basic

☐ Other \_\_\_\_\_

☐ HazMat Awareness/Operations

Please attach copies of certifications and/or relevant training you wish us to consider

### Education/Skills

Highest Education Completed: \_\_\_\_\_

Special skills, licenses, or experience useful to our department (mechanical, welding, administrative, marketing, etc.):  
\_\_\_\_\_

### Background Information

Have you ever been convicted of a felony? ☐ Yes ☐ No Date: \_\_\_\_\_

Have you ever been convicted of a DWI/DUI? ☐ Yes ☐ No Date: \_\_\_\_\_

Do you have a valid Texas Driver's License? ☐ Yes ☐ No

Has your license ever been suspended or revoked? ☐ Yes ☐ No

Do you maintain insurance on your personal vehicle ☐ Yes ☐ No

If yes to any of the above, please explain: \_\_\_\_\_

### References (Non-Family)

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### Availability

Days/Hours available for calls/training/fundraisers/events: \_\_\_\_\_

Are you able to attend regular business, work and training meetings? ☐ Yes ☐ No

### Acknowledgments

I understand that:

- This is a volunteer position, not paid employment.
- A background check and driver record check will be conducted.
- A physical exam and/or drug screening may be required.
- Providing false or misleading information is grounds for rejection or dismissal.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### For Department Use Only

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Background Checks: ☐ Passed ☐ Failed

Interview Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Recommendation: ☐ Accept ☐ Reject

Approved by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## JNVFD REQUIREMENTS FOR MEMBERSHIP & TRAINING EXPECTATIONS

(Taken from SOG 10 – Recruitment)

### III. REQUIREMENTS FOR MEMBERSHIP

- **Age:** Applicants must be at least 18 years old.
- **Education:** A high school diploma or GED is usually required.
- **Residency:** Must live within the JNVFD response area.
- **Background Check:** A clean criminal record and driving record (see Appendix A for disqualifying convictions)
- **Valid Driver's License:** A valid Texas driver's license.
- **Ability to obtain a Class B Exempt CDL within one (1) year of membership.**

**Some requirements and training expectations will be different for EMS (only) and support personnel.**

### IV. PROBATIONARY MEMBER TRAINING TIMELINE

#### A. Month 1 – Orientation & Onboarding

1. Complete Orientation Session (policies, SOP's, Chain of Command, Expectations). Meet with HR designee for paperwork.
2. Receive probationary firefighter/EMS handbook/checklist.
3. Be issued temporary PPE/Gear and complete fit-testing (if approved by Fire Chief.)
4. Complete station familiarization (apparatus, tools, equipment.)
5. Review safety procedures (scene safety, accountability, radio protocols.) 6. Begin basic training schedule.
7. Complete the following trainings:
  - a. Courage to be Safe; Everyone goes home
  - b. Traffic Incident Management Program
  - c. Cancer Prevention Course
8. Informal written evaluation of progress by instructor

#### B. Months 2-3 – Training & Integration

1. Attend all mandatory training drills (minimum % attendance required)
2. Demonstrate Knowledge of basic firefighting tools and equipment
3. Learn SCBA donning/doffing and daily inspection
4. Demonstrate ability to pull hose line and roll hose
5. Participate in ride-alongs/response observation
6. Begin basic EMS awareness (if applicable)
7. Maintain attendance at monthly meetings

8. Monthly informal written evaluation of progress by instructor

C. Months 4-5 – Skills Development

1. Demonstrate proficiency in:

- a. Ladder carry, raise, and safety
- b. Forcible entry basics
- c. Water supply operations (hydrant, tanker shuttle if applicable)
- d. Hand tools, power tools, and equipment checks

2. Demonstrate ability to operate within Incident Command Structure

3. Show consistent attendance & participation in training and responses

4. Monthly informal written evaluation of progress by instructor

D. Month 6 – Evaluation & Final Review

1. Complete a skills evaluation by Training Officer, Chief, or Company Officer

2. Review attendance record (calls, drills, meetings)

3. Review attitude, teamwork, and adherence to SOPs

4. Receive feedback from supervising officer(s)

5. Final Probationary Review Board Recommendation:

- a. Full Membership
- b. Extension of Probation
- c. Dismissal (if requirements are not met in six (6) month probationary period.

• **Complete the following training at your own pace within the six (6) month probationary period.**

- ○ FEMA IS-100.C – Introduction to the Incident Command System, ICS 100
- ○ FEMA IS-200.C – Basic Incident Command System for Initial Response, ICS 200
- ○ FEMA IS-700.B – An Introduction to the National Incident Management System
- ○ FEMA IS-800.D – National Response Framework, An Introduction

- Obtain a Class B Exempt CDL within one (1) year of membership.

All requirements must be met before moving to the next phase of probationary training. If all requirements are not met by the end of the six (6) month probationary training period, the member may be extended as a probationary member or dismissed for failure to meet training standards. Unexcused absences will be cause for dismissal. The Recruitment Committee reserves the right to waive certain requirements on a case-by-case basis with a simple majority. In the event of a tie, the Fire Chief is the deciding vote.

## STANDARD OPERATING GUIDELINE 10 – RECRUITMENT

### APPENDIX A: DISQUALIFYING DRIVING OFFENSES FOR NEW APPLICANTS

#### TO JIM NED VOLUNTEER FIRE DEPARTMENT

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1. **Driving While Intoxicated (DWI/DUI)** – usually a permanent or long-term disqualification.
2. **Driving Under the Influence of Drugs** – similar to alcohol-related offenses.
3. **Hit and Run / Leaving the Scene of an Accident.**
4. **Reckless Driving or Racing on a Highway.**
5. **Driving with a Suspended or Revoked License.**
6. **Multiple Serious Moving Violations** in a set period (commonly 3 or more within 3 years).
7. **Failure to Maintain Financial Responsibility (no insurance)** – especially if repeated.
8. **Habitual Traffic Offender** designation by DPS.
9. **Felony involving a vehicle** (e.g., intoxication manslaughter, felony evading in a motor vehicle).
10. **Excessive Accidents or At-Fault Crashes** showing poor driving history.

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#### **Other Considerations:**

- **Time Frames:** Some offenses (like speeding tickets) may only matter if recent, while DWIs or hit-and-runs are usually permanent red flags. The look-back period is 5 years.
  - **Commercial Driver Standards:** JNVFD may apply **CDL-like criteria** (since fire apparatus are large vehicles). New applicants will need to obtain a Class B CDL within one year of membership.
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## STANDARD OPERATING GUIDELINE 10 – RECRUITMENT

### APPENDIX A: DISQUALIFYING CRIMINAL CONVICTIONS FOR NEW APPLICANTS

#### TO JIM NED VOLUNTEER FIRE DEPARTMENT

Type of Offense	Typical Outcome
Any Felony conviction	<b>Permanent disqualification</b>
Class A/B misdemeanors (e.g., assault, drug use, theft)	<b>Temporary disqualification</b> (3–5 years)
Use of hard drugs (e.g., meth, heroin, PCP, LSD)	<b>Permanent disqualification</b>
Pending criminal charges (beyond minor traffic)	<b>Temporary disqualification</b> , pending outcome
False application info or deception during background check	<b>Permanent disqualification</b>
Sex offender registration	<b>Permanent disqualification</b>
Unsafe driving or multiple violations	<b>Temporary disqualification</b> , per policy

- **JNVFD** reserves the right to reject an applicant based on a vote of the Recruitment Committee and/or at the direction of the Fire Chief.
- **Honesty matters:** Misrepresentation or omission in an application is a permanent disqualifier.
- **Time, rehabilitation, and transparency:** For some offenses (e.g., certain non-violent felonies or misdemeanors), a clear waiting period and evidence of good conduct may open a path forward.
- Any **driver's license restrictions** will be adhered to with full disclosure to JNVFD before driving apparatus.



## APPLICANT RELEASE OF INFORMATION

I, \_\_\_\_\_ (Applicant Name), hereby authorize the Jim Ned Volunteer Fire Department to obtain, review, and verify information necessary to evaluate my initial application for volunteer membership and service.

- ☐ I authorize the release of information from current and former employers. \*This is typically not conducted by JNVFD.
- ☐ Volunteer organizations and personal or professional references
- ☐ Educational institutions and training providers
- ☐ Licensing, certification, or credentialing agencies (including the Texas Commission on Fire Protection, if applicable)
- ☐ Law enforcement agencies
- ☐ Background investigation and screening services

I understand that the information obtained may include records relating to my employment or volunteer history, education, training, certifications, character references, driving record, and criminal history, to the extent allowed by law.

### TEXAS DPS CRIMINAL HISTORY CONSENT

- ☐ I expressly consent to the Jim Ned Volunteer Fire Department obtaining my criminal history record information from the Texas Department of Public Safety (DPS) and other authorized criminal justice agencies, as permitted by law.

I understand that this information will be used solely for determining my eligibility for volunteer service and will be handled confidentially.

### ACKNOWLEDGMENT OF PUBLIC TRUST

- ☐ I acknowledge that volunteer firefighting/EMS/support is a position of public trust involving emergency response, access to private property, department equipment, sensitive information, and interaction with the public.



RELEASE AND HOLD HARMLESS

I hereby release, discharge, and hold harmless the Jim Ned Volunteer Fire Department, its officers, members, agents, and all persons or organizations providing information from any liability arising from lawful disclosure in good faith.

DURATION AND CERTIFICATION

This authorization applies only to my initial application and shall remain valid for six (6) months from the date of signature unless revoked in writing.

I certify that all information provided is true, complete, and accurate.

Applicant Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

HR / Department Representative Acknowledgement

Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_