

James City-Bruton

Volunteer Fire Department

3135 Forge Road Toano, Virginia 23168 • (757)566-1905 (757)566-1567 • www.toanovolunteers.com

Applicant Instruction Sheet

We are glad that you are interested in joining the James City-Bruton Volunteer Fire Department! Please remember that becoming a volunteer firefighter requires a significant time investment, but is also a very rewarding experience.

Any person is eligible to apply for membership provided that:

- Applicant is at least sixteen (16) years of age.
- Applicant has not been convicted of a felony at any time.

Previous Fire/EMS experience is NOT required to apply, but the JCBVFD also encourages and welcomes those with previous experience to join. The JCBVFD will provide and assist all new members in receiving all required training and certifications as deemed necessary by the Virginia Department of Fire Programs.

There are three types of membership. These are outlined below:

Active Member: Active membership is for those applicants who are interested in becoming a firefighter and/or EMT and participating in fire/rescue activities. All applicants over the age of eighteen (18) are eligible for active membership. All active members in the department are required to attend fifty (50) percent of scheduled department meetings and training each calendar year.

Student Member: Applicants who are sixteen (16) years of age or older and are currently enrolled in high school or college are eligible to become student members. Student members perform the same functions as active members, with some limitations as regulated by the Virginia Department of Fire Programs. Applicants who are currently enrolled as a full-time college student are also eligible for student membership.

NOTE: Local applicants who apply for student membership and are attending a college/university full-time and are out of the area may be exempted from some attendance requirements during the school year.

Associate Member: The department also accepts applications for Associate Members. Associate Members are those who are interested in assisting the department with fundraising functions and special events. Associate Members DO NOT participate in firefighting and rescue activities, nor will they be required to receive any Fire/EMS training.

PLEASE NOTE: All applicants are required to indicate which type of membership they are applying for.

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APPLICATION PROCESS FOR ALL TYPES OF MEMBERSHIP:

New members are accepted into the department monthly. The application process involves an application submission, initial review, and an interview.

1. Obtain an application for membership. These may be retrieved in-person at the station, located at the corner of Richmond Road and Forge Road in Toano. Applications may also be downloaded in PDF format and printed using the "**DOWNLOADS**" link on the left side of our webpage at www.toanovolunteers.com.

- Applicants who are applying for Student Membership and are under the age of eighteen (18) are also required to complete and sign the "**Student Member Waiver**". This form must also be signed by a parent/legal guardian. This form is also available in the "**DOWNLOADS**" section of our webpage.

2. Complete the JCBVFD "**Driving Record Authorization Check Form**" and attach with your application. This form grants the JCBVFD Membership Committee authorization to access your Virginia DMV Records. This form is also available in the "**DOWNLOADS**" section of our webpage.

NOTE: Applicants who are new to the area and are from out of state are required to submit their driving record from their last state of residence along with their application if they do not have a current Virginia DMV record.

NOTE: Having a poor driving record does not necessarily prevent applicants from being accepted into the department, but a clean driving record certainly helps. The JCBVFD uses this information to thoroughly evaluate all applicants as well as for risk management purposes.

3. Obtain a picture of yourself to submit with application materials. A professional picture is not required, but the picture must be clear enough for us to accurately identify you when reviewing your application.

4. Submit all application materials including completed application, DMV record check form, picture, and Student Waiver (if required) in person at the station. JCBVFD is located at 3135 Forge Road Toano, Virginia 23168. APPLICATIONS ARE NOT ACCEPTED ELECTRONICALLY.

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5. Your application materials are reviewed by the Membership Committee at the first General Membership meeting following the submission of your application. These meetings are held on the first Wednesday of every month. **APPLICANTS ARE NOT REQUIRED TO BE PRESENT FOR THIS MEETING.**

6. After the first reading is complete, a member of the JCBVFD Board of Directors will contact the applicant to schedule an interview with the Board of Directors. All Board of Directors meetings are held on the third Wednesday of each month. The Board of Directors will determine the suitability of the applicant based on results from the interview. During the interview, all applicants will also be required to submit further information in order for the JCBVFD to conduct a criminal history background check.

NOTE: ALL applicants being interviewed are required to pay a non-refundable payment of **\$20.00** to the JCBVFD at the time of the interview in order for a criminal history background check to be performed.

7. Once the criminal history background check is complete, a member will notify the applicant that he or she is accepted for membership, or declined. All accepted members will then be placed on a one-year long probationary period during which time all initial training and Departmental probationary requirements will be addressed.

If you have any questions, please feel free to contact the James City-Bruton Volunteer Fire Department at (757)566-1905, and ask to speak to a member of the Membership Committee.

