Bullard Fire Department
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Applicant Guide

Hiring Procedure Outline for Bullard Volunteer Fire Department

Overview/Introduction

Purpose: To outline the hiring procedure for the Bullard Volunteer Fire Department (BVFD). Nature of Agreement: Emphasize that all BVFD firefighters must meet SCESD2 hiring requirements to perform duties and be recognized as active members.

Applicant action items are highlighted in red to provide easy reference. If you have any questions or concerns at any time, please reach out to one of the points of contact listed on the last page.

1. Application Submission

- **Applicant Action**: Submit a completed application packet to the Bullard Volunteer Fire Department.
    - Ensure the application packet includes all required documents and information.

2. Interview Process

- **Purpose:** Evaluate the mutual fit between the candidate and the department, identify current requirements for active members, and provide an opportunity for both parties to determine if this will be a mutual fit.
- **Applicant Action:** Participate in an interview with members of the BVFD.
- Outcome: Candidates gain insight into the department's culture and expectations.

3. Application Review by SCESD2

- **Purpose:** Verify applicants' eligibility to work with SCESD2.
- **BVFD Action**: BVFD Fire Chief will submit the completed application packet to Smith County Emergency Services District 2, Human Resources.

Version: 06/16/2025

- Components of Review:
    - Evaluation of submitted documents for completeness and accuracy.
    - SCESD2 Human Resources with initiate
        - Background check
        - Drug test
- **Applicant Action:** Monitor the Email listed on the application for instructions on completing the background check and drug test.
- **SCESD2 Action:** Human Resources will convey the results to the BVFD Chief (Pass or Fail).
- The time to complete this portion is entirely dependent on the timely completion of the background and drug tests by the applicant.
- Upon completion, it will take approximately 5-7 working days for the results.

4. Membership Vote

- **Purpose:** Meet BVFD Bylaw requirements for adding new members.
- **BVFD Action**: Any passing applicants will be contacted by a BVFD member and advised to attend the next member meeting.
- **Applicant Action:** Attend the designated meeting.
- **BVFD Action**: All members will vote on acceptance of the applicant as a candidate or probationary member during a closed session.

5. Account Set-Up / Equipment Issue:

- **Purpose:** Provide new candidate/probationary member with the appropriate access and equipment to be a successful member of BVFD and support SCESD2 Contract.
- **BVFD Action**: Once voted in by the membership, a BVFD member will notify SCESD2
    - The applicant will be provided information for scheduling an appointment with SCESD2 for account set-up and appropriate equipment issue.
    - Equipment will be issued based on the candidate's or probationary member's certification level.
    - The BVFD member will provide the candidate/probationary member with a “Rookie Book” and explain its contents.
- **Applicant Action:** Follow given directions, set up appointments, and keep and show up to scheduled appointments.